



A Meeting of Urchfont Parish Council will be held on Wednesday 12th July 2017 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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6th July 2017

- 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 14th June 2017 - to approve**
 - 4. Action List Status Review and Update Reports from the Minutes of the meeting held on 14th June 2017** not covered as separate agenda items below
 - 5. Finance**
 - a. To receive a Financial Statement and Bank Reconciliation as at 30th June 2017**
 - b. Project Proposals – to consider and approve any proposals submitted**
 - i. Farmers Field Funding Proposal
 - c. Donation request from Devizes Citizens Advice – to consider donation**
 - d. Community Skips – to review current supply strategy**
 - 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. Art in the Garden
 - ii. Defibrillators
 - iii. Farmers Field Funding Proposal
 - 7. UPC Standing Orders – to approve revised document**
 - 8. UPC Planning Policy & Procedures – to approve further revision**
 - 9. UPC Financial Assistance Policy (Intended to replace Community Grant Policy) – to approve revised Policy**

- 10. Reducing Speed Limits (60mph) on B3098 east of Urchfont and Crooks Lane** - to receive an update on measures aimed at reducing speed and associated zones
- 11. Grass Verges – Wedhampton** – to consider introduction of UPC grass cutting
- 12. Urchfont Best** – to receive a progress report and feedback
- 13. Public Right Of Way (PROW)** – to review current position and relationship with the School
- 14. Update on Current Parish Issues not covered by above agenda items**
 - a. Trees / Shrubs overhanging highways**
 - b. Website – options for the future**
 - c. Lydeaway Junction incident**
- 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.
- 17. August Meeting** – to consider cancellation due to holiday period

Date of Next Meeting: Wednesday 9th August or 13th September 2017 (see Item 17 above) in Urchfont Village Hall Conference Room commencing at 7.00pm

A. CLERKS REPORT – JULY 2017

- 1. MEETING WITH UPC SOLICITOR** – I had a very useful and relatively lengthy meeting with Alastair Everett on 16th June 2017 to discuss the following issues:
 - a. Ownership and maintenance liability for Pond Green Roads** – with the UPC objective of trying to improve the road surface and gradient of the road towards the Church and the driveway by the Duck House to overcome current pooling of water, we had already established that WC are only responsible for a narrow strip of the current road surface and perceived that adjoining properties may have responsibilities for what are considered un-adopted sections of tarmac. Land Registry records do not show the fact that in legal terms properties are normally deemed to own the subsurface out to the middle of an adjoining road, any liability for maintenance may not be recorded as such. Alastair is now trying to establish whether UPC would have any legal backing to try and get householders to contribute to roadworks on this part of Pond Green. If not then UPC would have to rely on the goodwill of those householders or basically contribute a significant amount to the project itself in collaboration with WC. We have already established that the Church has no such liability to contribute.
 - b. Preparation of a legal draft lease for the Tennis Club** – the Tennis Club currently pays an annual rent to UPC for use of the tennis courts within the Recreation Ground. Attempts some 10 years ago to agree a formal lease document failed. Now that UPC owns the western end of the Playing Field (Recreation Ground) it is deemed necessary to put in place a formal lease arrangement as soon as possible. As the basis for early negotiation with the Tennis Court Association, I have, therefore, asked Alastair to prepare a relatively simple draft lease based on a list of criteria / UPC CAT Agreement.
 - c. Pursuing CAT of eastern end of playing field** – recognising the fact that WC has previously stated that they would not be pursuing such a transfer for various reasons / perceived objections and the time it would take to construct a case to be submitted to the Secretary of State, Alastair and I had what amounted to a brain storming session on what might be the best legal and common sense way to approach and pursue re-submission of the proposal to transfer this land to UPC to safeguard it for community used in perpetuity. We are now researching a number of ideas and will report further in due course.
 - d. Identifying ownership of overgrown land opposite Sawmills in Friars Lane** – Alastair facilitated provision of appropriate Land Registry records – see item 6 below.
 - e. Gain Land Registry documents relating to the Lamb Inn** – Alastair facilitated provision of appropriate Land Registry records – see Item 3 below.
 - f. Ownership of Urchfont Scout Hut** – see Item 2e below
- 2. UPDATE ON ACTIONS FROM FC MEETING ON 14th JUNE 2017**
 - a. SALARY / FEE Increase Authorisation Letters for Clerk and Planning Administrator** (Action: FC/42/17) – letters prepared and signed by the Chairman
 - b. TREE SURVEY QUOTE ACCEPTANCE** (Action: FC43/17) – Order placed on 15th June 2017, survey work commenced on 4th July 2017.
 - c. EMAIL DECISION PROCESS** (Action: FC/47/17) – deleted from proposed new version of Standing Orders to be considered at July meeting.
 - d. COMMUNITY SKIPS IN WEDHAMPTON** – UPC currently supply six mini-skips to Wedhampton, one every other month commencing in February each year. In addition UPC supply eleven mini-skips to two locations in Urchfont (Playing Field and The Croft) for eleven months commencing February each year. Overall this totals 28 skips at a very competitive price of £45 per skip (delivered and collected and no VAT) = £1,260. As requested at the June meeting I have made enquiries from other suppliers about supply of larger skips to accommodate more perceived community waste and overflowing mini-skips. Compared to the current cost of £45 per skip from our current supplier, other suppliers I contacted based on a one off supply have quoted from £115 - £160 + VAT per skip for a similar sized 2 cubic yard mini-skip, £140 – £196 +VAT per skip for a 3 cubic yard size skip and £160 - £238 per skip for a 4 cubic yard sized skip. Even with discounts for an annual supply of 28 skips, I suggest that this nevertheless clearly demonstrates that UPC currently gets a very advantageous deal and to change supplier would increase costs significantly. An alternative option would be to increase the number of mini-skips supplied to Wedhampton to eleven as for Urchfont (one per month over eleven instead of six months commencing in February each year) at an additional cost of only £225.
 - e. SCOUT HUT OWNERSHIP** (Action: FC/53/17) – enquiries through the UPC Solicitor could not establish ownership or details of a formal lease from the Village Hall.

f. FARMERS FIELD REPORT (Action: FC/54/17) – email sent to Martijn Antheunisse on 22nd June 2017 seeking an update on Report finalisation – Martijn has promised to give me an update on this report before the July meeting.

g. COMMUNITY GRANT – URCHFONT PRE-SCHOOL (Action: FC/33/17) - As instructed, Urchfont Pre-School submitted an invoice from GoACTIVE for £1,170 + £234 VAT = £1,404 on 20th June 2017. As a result I have now paid the promised Community Grant of £800 into the Pre-School bank account.

3. NOMINATION OF LAMB INN AS A COMMUNITY ASSET – a completed nomination form regarding the Lamb Inn, and Community Shop / PO activities within its property boundary, was submitted to WC on 27th June 2017. WC have subsequently notified the owners (Wadworth's) and, subject to the content of any response / additional information from the owners prior to 25th July, WC will decide whether to add The Lamb to the list of Assets of Community Value by 22nd August 2017.

4. BANK SIGNATORIES – I am processing an updated mandate with Lloyds Bank removing Simon Holt and Andy Stephens from the list of UPC signatories and setting up Royston Thomas and Graham Day as new signatories. This will facilitate 4 current signatories in total, including Dave Mottram and Nicky Mitchell.

5. AUDIT OF 2016/17 ACCOUNTS – All documents for external audit were submitted to and acknowledged by Grant Thornton UK LLP 14th June 2017. Hopefully we will get their report prior to the September meeting. The 30 working day period for 'Elector's Rights' to examine / comment on these accounts commenced on 19th June and ends on 28th July as posted on the website. To date I have not received any requests to undertake such an examination.

6. OVERHANGING TREES IN FRIARS LANE – Residents in Friars Lane were advised by WC Refuse Operatives that overhanging trees would prevent them from accessing and collecting refuse and re-cycling bins directly from a number of properties. The main problem appears to relate to the untended and overgrown land opposite Sawmills which has remained unoccupied since 2008. I have managed to establish the identity of the owners and their agent, the latter has now advised that overgrown shrubbery will be removed 'immediately' and tree specialists will be employed to remove / trim trees when appropriate approvals have been gained from WC. The agent has suggested that some of the overhanging trees are not part of the owner's parcel of land, I have asked him to identify these but suspect that they could be in a perceived adjoining 'no man's land' strip.

7. POTHoles ON ROAD TO REDHORN HILL – I have reported the large number of deep and deteriorating potholes on this road (with photographs) to WC using the Wiltshire App. Whilst this is not a main road, it is nevertheless used by many vehicles travelling to the ridge for dog / pedestrian walks and the Gun Club.

8. WATER LEAK ON POND GREEN – a mystery water leak alongside the track to No 1 Manor Farmyard was reported to me on 3rd July. I in turn reported this to Wessex Water who attended on the same day and have scheduled works to be completed by 10th July. As there are no water supply points on Pond Green, the leaking pipes must feed one or more surrounding properties.

9. COUNCILLOR VACANCY – the deadline for 10 or more electors to write to the Returning Officer requesting an election to fill the current vacancy following the resignation of John Chapman is 13th July. If less than 10 write in, then the Council will be authorised to co-opt a member. In this respect I have asked for expressions of interest in the July edition of Redhorn News, to date I have received one from an unsuccessful candidate in the May 2017 elections.

Bob Lunn
6th July 2017

B. ART IN THE GARDEN - With regard to Art in the Garden, due to take place at Urchfont Manor next year, I have made contact with Lesley Andrews and am due to meet with her at the Manor on Tuesday July 18 at 2pm. I will report on our meeting at a subsequent parish council meeting.

Clr Lewis Cowen
29th June 2017

C. DEFIBRILLATORS – The Defibrillator Group has received a £500 grant from the Scarecrow Committee which will be held by the Parish Trust. I have written a thank you letter to the Scarecrow Committee.

Cllr Nicky Mitchell
2nd July 2017

D. FARMERS FIELD FUNDING PROPOSAL - Report submitted on behalf of the Friends of Farmers Field.

At the UPC meeting on the 19th October 2016, Mr Phil Milanese, the co-ordinator of the Friends of Farmers Field, asked the council to fund a proposed project to level the ground around the scape at the eastern end of Farmers Field using a JCB at a cost of £360 + VAT. This area is particularly rough and makes it virtually impossible to use their grass cutting equipment.

The matter was not concluded at that time and an action was raised to enquire with Mr Martijan Antheunisse of Wiltshire Wildlife to seek clarification if this project fitted in with the Farmers Field Management Plan that he was preparing and if funding for the levelling project could be drawn from monies allocated for the production of that plan. It was confirmed that the proposal by Mr Milanese would be beneficial to the area but would need to be funded independently. To date authority for the levelling project has not been confirmed.

Mr Milanese has contacted me again with an alternative project proposal at a reduced cost. He wishes to level the ground using topsoil raked over the problem area. He has had a quote from Mr Martin Bodman for the delivery of 4 x Manitou bucket loads (approx., 2 to 3 tons of soil per bucket) at a cost of £50 per bucket i.e. £200. (Delivery charge included). The use of the Manitou allows the soil to be delivered over the hedge near to the spot required without entering Farmers Field with any machines.

Currently, UPC allocates an annual budget of £100 to FF to cover machine servicing, miscellaneous expenditures etc.

Most of the tools used by Friends of FF are their own. To carryout the work proposed in the FF Management Plan, Mr Milanese suggests that the Friends of FF will need to hire additional tools, i.e. brush cutters, chain saws etc.

Proposals;

- 1) I ask councillors to support the ground levelling project and the allocation of £200 as requested.
- 2) The annual £100 budget allocation, be increased to £300 per annum to cover on going machine servicing, additional tool hire and miscellaneous expenditures.

Cllr Trevor Hill
2nd July 2017.