



DRAFT Minutes of the Urchfont Parish Council (UPC) Meeting held on Wednesday 14th March 2018 in the Conference Room of Urchfont Village Hall

Present: Councillors: Mottram (DM – Chairman), Day (GD – Vice Chairman), Thomas (RT), Mitchell (NM), Donald (BD), Hill (TH), Kemp (MK), Hawkins (RH), Creasey (GC) and Cowen (LC)

Clerk to the Council: Lunn (BL)

Councillor for Urchfont & The Cannings: Whitehead (PW)

Members of the Public (for all or part of the meeting): Sandra Johnston (SJ) - UPC Planning Administrator, Insp James Brain and Leanne Homewood – Wiltshire Police, David Myers, Barbara Myers, Graham Houlden, Colin Whitehead, Lucy Barker – Stert Parish Council, Malcolm Smith

1. **Welcome by the Chairman**
2. **Apologies:** None, all Councillors present
3. **Declarations of Interest:** None declared
4. **Time set aside for Public Participation and External Reports**

The Chairman closed the meeting for public participation

a. Speed Watch – Presentation by Inspector James Brain and Leanne Homewood of the Wiltshire Police Community Speed Watch Team – Amongst other duties, Insp Brain is responsible for speed watch across Wiltshire as part of the police crime prevention section, speed watch was transferred to the police from WC in September 2013. There are currently some 115 schemes in operation utilising 980 volunteers which assist diminishing police resources to meet some of their objectives.

Leanne Homewood heads a team of three at Trowbridge Police station co-ordinating all speed watch activities, she presented the following:

- a. Objectives of Speed Watch: reduce speed, raise awareness and prevent accidents, safety and quality of life improvement.
- b. Since 2013, 15 people had died on Wiltshire roads and 64 had been seriously injured as a result of excessive speed. Barbara Myers expressed shock at these statistics.
- c. In January 2018, 262 speed checks had taken place overall, 2024 cases of speeding had been recorded (36 mph and above), 1649 warning letters had been issued, 131 police visits had been made to excessive speeders and 6 repeat speeders had been noted.
- d. In Urchfont, 3 sessions had taken place in January 2018, 46 speeders had been noted, 41 warning letters had been issued and 5 repeat speeders noted.
- e. Speed Watch is not an enforcement tool, warning letters and police visits are only advisory.

David Myers commented that over the past 7 years 6500 speeders had been recorded on the B3098 in the 30mph zone, average excess speed is 38mph and the top speed recorded was 66mph.

Having been in post for 11 months, Insp Brain said that one of his initial realisations was that there is a lot of work to do on this subject. Working with Leanne and a working group of volunteers, including David Myers, an action plan has been produced listing some 30 key actions which are now being progressed but involves a lot of work. He is currently looking at introducing an IT data gathering system currently in use by Somerset and Avon Force which will significantly improve statistical analysis and reduce office work. The work and issues of local speed watch teams need to be included in regular meetings of the Community Policing Team, allocating resources to assist if possible. There is an urgent need to educate speeding motorists of the potential consequences of their actions, Speed Watch helps to do this, and he is looking to secure input from Dorset and Wiltshire Fire & Rescue.

GD asked two questions, are letters to offenders up to date and how success of the scheme measured? Inspector Brain responded that currently letters are reasonably up to date, but this will be improved when the IT system is introduced. David Myers commented that letters to Urchfont speeders are up to date. As far as measuring success, there is currently a gap in communication and availability of statistics to accurately measure success against objectives, but again the IT system should improve this situation.

Colin Whitehead asked whether it is possible for a police presence to be provided more often during speed watch sessions, David Myers commented that this would be most beneficial as motorists have been shocked in the past when a police officer steps out and stops them. Insp Brain responded that the number of attendances is improving and having an impact as has been shown in a west of the county trial, priorities of other police work unfortunately prevent this as often as he would like especially in an area of high ratio speeding such as Urchfont.

DM thanked Insp Brain and Leanne for attending the meeting and providing a useful insight into the subject.

The Chairman re-opened the Council Meeting

5. Minutes of the Meeting of the Council held on 14th February 2018

Proposal	Proposer	Seconder	Resolution
To accept and sign Version 1 of the minutes unchanged (incorporating amendments proposed earlier by GD) as a true and accurate record of the meeting.	GD	TH	Unanimously agreed

6. Action List Status Review and Update Reports from the Minutes of the meeting held on 14th February 2018 – all actions are either ongoing or are updated in these minutes

7. Finance

a. Financial Statement and Bank Reconciliation as at 28th February 2018 – BL circulated these statements with the agenda, he advised that the accounts are in good order with less than a month to go to the end of the financial year. In discussion with BD, it had been agreed to remove 'VAT refunds to be reclaimed' from the end of year reserve figure due to the fact that the outstanding refunds will not be received until 2018/19. The effect of this is to reduce the reserve indicated from £13,292 to £11,380 at the end of February, but it is expected that this will increase to around £13,000 taking account of expenditure that is now unlikely to be spent and in the absence of any unexpected expenditure. It is proposed that budgets for six projects (including PROW provision) that have not yet been completed should be carried forward into 2018/19.

NM highlighted an issue which might require funding this year but more likely in 2018/19. Problems have been experienced with the defibrillator in Wedhampton for some while, in fact a replacement has provided on loan while the cause of the problems is identified (possibly condensation in the cabinet). The unit is nearing its shelf life and certainly the pads will need replacement soon, in the circumstances NM proposed that a new defibrillator should be purchased at a cost of around £860 + VAT. Some funding is available from the Parish Trust, but UPC will need to contribute to some extent. A number of councillors expressed concern that a cabinet designed to be outside is experiencing condensation problems, is the design appropriate?

Proposal	Proposer	Seconder	Resolution
To agree in principle to the replacement of the Wedhampton defibrillator. Final decision to be taken when UPC contribution is defined.	RT	DS	Agreed, one abstention

Discussion then centred on the potential need to set aside funds on an annual basis to cater for replacement of the five defibrillators in use in the Parish which have a shelf life of around 10 years. NM was tasked to propose the contribution necessary to replace the Wedhampton unit now and to prepare a spreadsheet to identify expected redundancy, maintenance and costs associated with replacement over the next five years.

ACTION: FC/19/18 - NM

b. Budget 2018/19 – BL produced the budget based on latest spend and income information, the budget was circulated prior to the meeting. Presenting the Overall Reserve Analysis, BL indicated that the 'business as usual' fund available is £53,458 (Fixed, Running and some project funds) plus an additional 'opportunity fund' of £17,256 (CIL)

making a total of £70,714. The detailed budget has been constructed using these figures which are all VAT exclusive. BD confirmed that he is very happy with the budget, but pointed out that there will be insufficient funding by around £12k to cater for all the projects proposed by councillors based on their ball park estimates. DM thanked BL and BD for their work on preparing the budget.

Proposal	Proposer	Seconder	Resolution
To agree the budget as presented recognising that some minor adjustments will probably be necessary at year end.	DM	GD	Unanimously agreed

c. Community Shop Project – DM confirmed the basis of the proposed payment of an additional invoice (details circulated with agenda) due to the necessary relocation of the external unit to comply with planning approval. Some councillors queried why compliance had not been assured by the shop during original installation, this is basically because the original quote for the work was submitted prior to the planning application. Consensus concluded that this invoice should be approved in support of the Shop.

Proposal	Proposer	Seconder	Resolution
To increase the budget and approve payment of the additional invoice for £269.02 + VAT.	DM	MK	Agreed with one vote against.

d. Grounds Maintenance & Bin Emptying Contracts commencing 1st April 2018 – BL circulated the tender evaluation statement and Finance Group conclusion prior to the meeting. This conclusion had been reached in accordance with the process agreed at the February Council meeting as confirmed by BD at the meeting. BD asked GC why Urchfont School had awarded a contract for their grounds maintenance to a company who had provided a quote which was around three times the quotes from other contractor's. GC indicated that only two quotes had been received by the School which were very similar in terms of cost.

Proposal	Proposer	Seconder	Resolution
To ratify the conclusion reached by the UPC Finance Group and documented in the Tender Evaluation Report to award both contracts to Mark Goddard & Son.	RT	RH	Unanimously agreed

BL confirmed that he had prepared the two contract documents and that these would be signed shortly by the contractor.

e. Projects – BL reported that the five projects listed below remain uncompleted and are likely to remain so by the end of March without submission of invoices. On this basis he had carried forward all five projects into the 2018/19 Budget.

i. Recreation Ground & Cemetery Benches – DS reported that having examined the benches he can repair them both using man-made materials for a cost of less than £250. It was agreed that he should proceed with this task and that the budget should be adjusted accordingly.

ii. Pedestrian Gate in Cricket Ground – DM confirmed that he is awaiting revised estimates for this work.

iii. 'Pedestrians Crossing' signs – BL confirmed he is awaiting delivery of the signs from WC to go either side of the informal crossing on the B3098 by Crooks Lane, these signs are non-statutory and as such considered not urgent.

iv. Website Upgrade – DM reported that he will be organising a visit with BL to the host supplier early in the new financial year.

v. Welcome to Urchfont Leaflet – RH reported that he had received useful comments on the draft circulated at the last meeting, including the need for photographs / less wording and potential format changes. As such he is updating the leaflet which may need to be published in colour which will attract additional cost.

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

a. Clerks Report – BL updated his report on preparations for GDPR, the legislation and process is very complex and potentially expensive. BL / DM / GD are still reviewing the requirements and will brief the Council at the April meeting. It is hoped that SLCC (Society of Local Council Clerks) will be providing some simplified guidance shortly and NALC (National Association of Local Councils) is lobbying appropriate government departments to clarify and reduce requirements on small councils. GDPR replaces the Data Protection Act on 25th May 2018.

b. Councillor Reports - Devizes Parkway

GD provided an initial written report on this topic to councillors prior to the meeting, he then gave a PowerPoint presentation (See Appendix LINK to the minutes on the website only) at the meeting. The main items covered were:

- GD interpretation of the potential siting of the proposed station from a site visit made by GD and DM recently
- Comments on a project meeting held on 8th March which had no agenda
- Outcome of the project meeting; All contractor work to be stopped, Urchfont, Stert & Etchilhampton to be involved henceforth and potential project manager identified with applicable skills in Wedhampton.
- The Trans Wilts Rail Objectives identifying five possible new station locations – Ditton Marsh, Wilton Parkway, Devizes Parkway, Wantage Green and Corsham.
- The rail Investment Process (GRIP)
- Stert Parish Council proposed statement

Stert Parish Council had asked UPC to support the following statement:

“Stert Parish Council objects to the proposal to build housing on approximately 6.5 acres / 2.6 hectares (estimated from Cole Easdon drawing dated Jan 2018) of land adjacent to the Clock Inn Park as this land is classified as open countryside and is in the North Wessex Downs AONB. Such development would be contrary to all WC core planning strategies.”

BD commented that at present there is nothing definitive to object to, as far as we are aware there is no pre-planning or planning application, and suggested that UPC should review the position in a couple of months. PW agreed to find out whether any form of planning application or enquiry has been made with WC Planning.

ACTION: FC/20/18 - PW

PW emphasised the following points:

- If and when Grip 3 status is achieved, the project is deemed self-funding by Network Rail.
- Additional funding could be provided if necessary from developments within current Core Strategy sites. The current Core Strategy is not out of date and is valid until 2026, any proposal for change will not be supported by WC. WC is now planning an update from 2026.
- The requirement for and construction of new stations is solely dependent on rail service requirements.

GD commented that the Devizes Development Partnership is thought to be funded by Devizes Town Council and WC, PW confirmed that WC had contributed £3k towards a feasibility study.

Discussion concluded that a development led proposal would not be supported by UPC whereas a Network Rail project would. Given PW’s comments, the view was taken that events had moved on and UPC did not need to specifically support the Stert statement at this time.

9. Farmers Field

a. Working Group Terms of Reference – a draft was circulated with the agenda. MK confirmed that BD had agreed to join the Working Group, LC commented that the Group do not want to propose spending any funds until a firm documented plan is agreed and in place. A key role for the Group will then be to actively manage the Plan, works and approved finances. BD commented that it is important to only spend money if it can be shown that it will be a benefit to the community.

Proposal	Proposer	Seconder	Resolution
To accept the Terms of Reference for the Working Group as proposed.	DM	GD	Unanimously agreed

b. Proposed Flyer – MK produced and circulated a proposed flyer prior to the meeting, it will be slightly amended to show an email address for the community to contact for further information and/or provide input. Both

DM and RH commented that this is an excellent flyer, this was agreed by all. MK proposed that she should have an A5 flyer printed at a cost of around £50 and mail drop these to all households in the Village. RT suggested that it should also go on the website and Facebook. LC has agreed to make a presentation at the Parish Meeting on 13th April.

Proposal	Proposer	Secunder	Resolution
To approve the printing of the flyer at a cost of around £50	DM	GD	Unanimously agreed

10. Parish Meeting 13th April – BL circulated a draft agenda prior to the meeting, this was agreed including the title of the presentation by PW as 'My new job'. The meeting will commence with drinks and nibbles at 7pm, NM and SJ volunteered to facilitate nibbles / tea / coffee / soft drinks and RH to purchase wines. BL called for as many councillors to meet at 6pm to set up the Hall and display boards. GD cannot attend the Parish Meeting but will provide DM with material on UPC's 10-year Strategy.

ACTION: FC/21/18 - ALL

11. Proposed Quid Pro Quo arrangement with WC for assuming grass cutting and litter bin emptying roles – PW reported that there had been no progress since his last report and requested that BL send him a reminder to pursue completion before the end of March. BL emphasised the urgency of this as the new UPC grounds maintenance and bin emptying contracts incorporating the WC roles have been placed on the understanding that the quid pro quo agreement would be in place before the 1st April. In addition this reminder should include the need to stop WC grass cutting and bin emptying with effect 1st April 2018.

ACTION: FC/22/18 – BL

(Post Meeting Note: Email sent to PW on 15th March 2018)

12. Proposed Crookwood Lane Lay-by upgrade – PW reported that he not been able to progress provision of cost estimates to match the plans circulated in February.

ACTION: FC/23/18 -PW

13. Pond Green Risk Assessment – DM indicated that the Scarecrow Festival risk assessment had suggested putting up additional warning notices and potentially lifebuoys around the Pond for the festival weekend. However, BD stated that this action would not be taken if UPC deems it unnecessary. DM suggested that UPC should undertake its own risk assessment to sit alongside the Pond Green Policy, it was agreed that this would be undertaken jointly by DM and RH.

ACTION: FC/24/18 – DM/RH

14. Footpaths to/from Wedhampton and A342 crossing – BD reported that he emailed all Wedhampton residents and had received a very strong view that the footpaths linking Wedhampton and Urchfont should be improved / resurrected, including identification of a safe crossing of the A342. The land owner, Nick Plank, has indicated that he is willing to get involved with any proposals. On the A342 crossing, BD intends to seek advice from WC Highways in this respect.

15. Welcome to Urchfont Leaflet – see report at Item 7e above

16. Best Kept Village Competition 2018 – DM reported that a lot of people had expressed interest in being involved with preparation for this event, but no one had volunteered to act as Champion. In the circumstances DM has arranged a meeting in the Village Hall conference room on 22nd March at 7pm to gauge real interest and potential leadership roles. He is optimistic that Urchfont will submit an application. All councillors are invited to attend the meeting.

ACTION: FC/25/18 - ALL

17. Historical Awareness Project – BL circulated details of this involvement proposal from Pewsey Vale prior to the meeting. DM commented that it all sounds a good idea, but it would be a tall order to put together only a 500 word summary of the Village. PW wondered how this proposal fits in with 'Visit Wiltshire'. RH could see how this proposal could be developed in the future, the project having indicated that they will use information that is already freely available on our website and other sources in the meantime. The idea of keeping a watching brief and then potentially getting more involved was generally agreed.

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

a. Public Right of Way to the Playing Field – BD reported that a meeting had still not been arranged between Richard Broadhead, UPC, the School and other interested parties on this topic, he read out a letter from Richard basically saying that other priorities had taken precedence. DM and RH both expressed total dissatisfaction with the lack of progress. PW agreed to follow up with Richard Broadhead.

ACTION: FC/26/18 - PW

The Chairman closed the meeting for public participation

Malcolm Smith expressed deep concern at the delays on this matter and may make another formal complaint to WC. He was extremely annoyed, in particular that the WC recommendations had still not apparently been submitted following approval at the WC Planning Committee.

The Chairman re-opened the Council Meeting

b. Crookwood Motocross – PW asked whether UPC will be represented at the WC Planning Committee on 22nd March. The initial reaction was no because the issue had in the past had little impact on the Parish. However, PW emphasised that the WC proposal to be discussed at the meeting is to issue a non-immediate Article 4 Directive which if passed could change the impact on Urchfont of future events if one way systems are imposed by WC Events. PW wants to instigate a change to an immediate Article 4 Directive which in his view will be better for all local communities. RT commented that UPC non-attendance might be seen as tacit approval of the non-immediate Article 4 Directive, GD and RH agreed that UPC should attend. It was agreed that RT and BD should attend the meeting on 22nd March to represent UPC interests.

ACTION: FC/27/18 – RT/BD

19. External Meetings – None reported in addition to those reported elsewhere in the minutes.

20. Councillors' Reports and Items for Future Agenda

a. Path to Oakfrith Wood working party – DM thanked all those who helped with the spreading of chippings on the path to try and overcome very muddy patches. In particular he thanked Phil Milanes for organising the work, the School for advertising the task to parents, around 20 or more volunteers who took part and Martin Bodman who offered his services free of charge to move the large quantities of chippings required.

b. Community Spirit during snow – DM commented on the excellent community spirit witnessed during the recent snow, he had heard of many instances of people checking on elderly or infirm neighbours, collecting supplies from the Community Shop for those who could not get out, clearing snow on pavements and driveways and other good works. Well done to all those concerned.

c. Items for the April agenda

1. General Data Protection Regulation (GDPR) briefing
2. State of Bridleways and Footpaths

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

Meeting Closed at 10pm

Draft minutes prepared by Bob Lunn, Clerk to the Council – 16th March 2018

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

CLICK TITLE BELOW MINUTE DATE ON WEB MENU 'MINUTES OF MEETINGS' to see presentation (Website only).

Graham Day