

SCHEDULED FULL COUNCIL MEETING IN THE VILLAGE HALL **– 8th APRIL 2020**

Due to unprecedented COVID-19 circumstances and Government direction not to gather in groups of more than 2, it has been decided to **CANCEL the above scheduled meeting which would normally be open to the public.**

However, to facilitate ongoing business, the Council has determined that it will nevertheless meet remotely using communication software on 8th April 2020 commencing at 7pm to consider items in the agenda below. Councillors are reminded of their duty to participate in this virtual meeting, and to consider their decisions in the light of the legislation on Discrimination, Crime and Disorder and Bio-diversity.

Unfortunately members of the public and press will not be able to participate. If you wish to comment on any agenda item below, please forward this by EMAIL to the Clerk to the Council by 5pm on 8th April 2020. Your comments will be highlighted under item C2. Minutes of the meeting will be published in due course.

Bob Lunn

Clerk to the Council
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2nd April 2020

AGENDA

- A. Introduction**
 - 1. Welcome by the Chairman**
 - 2. Apologies**
 - 3. Updated UPC Planning Policy and Procedure – to approve**
- B. PLANNING – See separate agenda.**
- C. FULL COUNCIL MEETING**
 - 1. Declarations of Interest**
 - 2. Email input from members of the public and External Reports**
 - 3. Minutes of the Meeting of the Council held on 11th March 2020**
 - 4. Action List Status Review and Update Reports from the Minutes of the meeting held on 11th March 2020**
 - a. Update on Urchfont Community Shop**
 - 5. Finance**
 - a. Financial Statement and Bank Reconciliation as at 31st March 2020**

- b. Proposed budget of £250 for Coronavirus Expenses - to approve**
- 6. Lead Councillor, Working Groups, Clerk & other Written Reports (See Appendix 1 attached on website only)**
 - a. Clerks Report**
 - b. Councillor Reports**
 - i. Environment Working Group**
 - ii. Farmers Field Update**
 - iii. Urchfont Pond Update**
 - iv. UPC Highways**
 - v. Crookwood Lane Lay-By**
 - vi. Coronavirus Community Volunteer Support**
- 7. UPC Response to Coronavirus (COVID-19) – to consider operational issues**
- 8. Annual Parish Meeting (29th May 2020)**
- 9. Update on Current Parish Issues not covered by above agenda items**
- 10. External Meetings**
- 11. Councillors’ Other Reports and Items for Future Agenda**

Date of Next Scheduled Meeting if permitted: 13th May 2020 (Annual Council Meeting).

a. CLERK'S REPORT

1. Update on Clerk's actions from February Meeting

FC/13/20 – Instruct Astill Ltd to carry out the tree survey – emailed on 12th March and acknowledgement received on 13th March. Report expected by the end of April 2020.

FC/16/20 – To check the approved Environmental Policy for any conflicts with procurement policy – no conflicts identified, approved Policy published on the website.

2. Finance – Financial Summary and Bank Reconciliation as at 31st March 2020 is distributed to all Councillors with this agenda. Accounts are in good order. The end of financial year reserve is confirmed as positive £8,521 plus £21,489 carried forward from approved project budgets not yet completed plus £6658 CIL account balance = £36,668 plus £1171 Allotment Association managed funds = Overall UPC Bank Balance of £37,839.

3. Internal and External audits – following the end of the financial year on 31st March 2020, I will commence preparation of the accounts and supplementary information / variance explanations for the annual financial and governance audits.

4. Coronavirus (COV-19) – Links have been added to the Parish Council and Community website 'Home' page 'Current Headlines':

- the latest information and advice available on this virus from the UK Government which is updated daily
- the UPC 'Connecting a Caring Community' latest flyer and
- the Wiltshire Council website page.

5. Recreation Facilities Closed – In accordance with Government COVID-19 direction, CLOSURE notices have been posted at the unfenced children's playground in Urchfont Recreation Ground and the area taped off until further notice. The Tennis Courts have similarly been CLOSED until further notice.

6. Urchfont Scarecrow Festival and CPRE Best Kept Village Competition 2020 – both **CANCELLED**.

7. Grounds Maintenance & Litter Bins Contract – In view of the fact that further Government restrictions may be placed on contractor activities because of COVID-19, I have advised the UPC contractor that if he is restricted then litter bin emptying should be classed as a key community health and safety task ahead of other grounds maintenance activities, and the key task completed in accordance with his contract.

8. Wiltshire Council Open Space Survey – due to the current challenging times, the Council have now extended the deadline for completion of household and parish council surveys to the 1st May 2020. The survey can be reached via the Parish Council and Community website home page under 'current headlines'.

Bob Lunn, Clerk to the Council

b. Councillor Reports

i. URCHFONT PARISH ENVIRONMENT WORKING GROUP

The Urchfont Parish Environment Working Group, now known as UPEG, held its first meeting, a virtual one, on Tuesday March 24. It comprises parish councillors Lisa Kinnaird and Lewis Cowen and residents Katharine Wale and Richard Bromley.

It was decided that a complement of five members would be ideal to begin with, with the possibility of co-opting others for their specific expertise when the need arises. We are approaching residents who have expressed their willingness to be involved to find out if any of them are prepared to become the fifth member of the group.

Of several initiatives discussed, the most prominent was tree and hedge planting as a method of carbon capture to work towards addressing the climate emergency. We are in the process of assembling a list of locations in the parish where trees and hedges could be planted. Any suggestions from councillors would be welcome.

Although it is too late this year to begin planting, it is hoped that arrangements can be in place to start planting in autumn/winter 2020.

The parish council will be kept updated on the work of the working group.

Cllrs Lewis Cowen and Lisa Kinnaird

ii. FARMERS FIELD REPORT

The final felling session of the season took place on Saturday March 21, observing all the safety procedures in connection with both felling and social distancing. Around 80 trees have been felled since the operation began and operations will commence again in the autumn.

The hire of a chipper has been cancelled, though, as a result of the coronavirus outbreak and no date has been set for the operation to reduce the "brush" to manageable size.

Maria and I would like to take this opportunity to thank the Friends of Farmers Field for their unstinting efforts to manage the woodland.

The next big operation will be replanting, which again is not likely to commence until the autumn.

Cllrs Lewis Cowen and Maria Kemp

iii. URCHFONT POND UPDATE

- Urchfont pond is being registered as a fishery – required to enable the fish to be moved under license.
- A new home has been found for the fish at Crookwood Lake owned by the Devizes Angling Association.
- Aquatic Management Services, the electro fishing contractor is still operating within the lockdown guidelines.
- The fish will be removed in late April / early May.
- Cllrs Botham and Stevens applied 250Kg of Siltex to the pond on 25/03/20.
- A further application of good bacteria and enzymes will be applied on 04/04/20.
- Dye is being applied to the pond on a weekly basis to deter the development of blue/green algae now that the sun has reappeared. More dye has been ordered.
- The planting of the pond is on hold until such time that the specialist large scale water plant nurseries are prepared to receive visitors. Planting such large plants cannot be done whilst maintaining social distancing requirements.
- An interim water sample was sent to Bernice Brewster on 31/03/20. The results show further improvement in overall water quality. Two components remain outside of acceptable parameters. The Blue Green algae count is still just over the threshold of 20,000 cells per mil of water and the ammonia concentration is very high. The removal of the fish will resolve the high ammonia concentrations. The blue green algae species has changed to a species that sits on the water surface. Cllr Botham is liaising with Bernice Brewster and Aquatic Management Services to see if Barley Straw Extract can be used to significantly reduce the algae.

Cllr Mark Botham

iv. UPC HIGHWAYS AND VERGES REPORT

- All the blocked drains / gullies in the village have been unblocked and cleared out.
- The most serious potholes in the village roads have been filled in. The support of Val Brockie has certainly paid dividends in getting the Uphill section of Friars Lane repaired.
- Cllr Hollyman has been advised by Richard Dobson that an S96 license should be raised in respect of a plan to protect the finger of land at the entrance to Manor Farmyard. Cllrs Hollyman and Botham to action.
- Investigation of the uses of S 96 and S 142 licenses relating to verge repairs is still in progress.
- Cllrs Hollyman and Botham have planned for the next full review of the village's highways and verges in June. Richard Dobson will be invited to accompany them – social distancing requirements will be applied if still required.

Cllrs Mark Botham and Martyn Hollyman

v. CROOKWOOD LANE LAY-BY UPDATE

Work has continued and progressed well, despite delays to delivery of materials caused by the coronavirus situation. The carriageway tarmac strip and all substrata on the carpark area have been laid and work has just commenced on laying the paving blocks. These photographs were taken on Tuesday afternoon.



At time of writing, a small area of the ground has been laid with Brett Brindle 60mm paving blocks, and we are assessing the impact of these.

The old fence has been removed and replaced. The bank will need further raking and then we will need to decide how to protect it and the currently bare surface at the top. Current thinking is that we may introduce a mix of grass and wild flowers to the bank to provide colour and stability, and simply lay grass on the horizontal surface for ease of future maintenance. Use of wild flowers at this location could be a complement to the verge protection work being pursued by the Highways team.

Cllr Graham Day

vi. CORONAVIRUS COMMUNITY VOLUNTEER SUPPORT

As this is a fairly large and comprehensive report it can be reached via a LINK on the AGENDA page. (included with agenda for councillors)

Cllr Lisa Kinnaird