

DRAFT Minutes of the Urchfont Parish Council (UPC) AGM Meeting held on Wednesday 10th June 2015 in the Conference Room of Urchfont Village Hall (Amended 17/6/15)

Present: Councillors:, Mottram (DM - Chairman), Mitchell (NM), Donald (BD), Gibb (HG), Holt (SH), Day (GD), Thomas (RT) and Stephens (AS)

Clerk to the Council: Lunn (BL)

Councillor for Urchfont & The Cannings: Philip Whitehead (PW)

Members of the Public (for all or part of the meeting): Penelope Ellis, Richard Hawkins

1. Welcome by the Chairman – The Chairman welcomed all councillors and members of the public to the meeting.

2. Apologies: The Chairman confirmed with regret that Charlotte Hill-Baldwin (CHB) had resigned from the Council due to increasing personal work commitments. He commented that Charlotte had contributed a good deal during her time with the Council; this was supported by all councillors present. BL was asked to write to CHB to express the thanks of the Council.

ACTION: FC/36/15 - BL

An apology was accepted from Liz Clifton-Page due to work commitments away from the Parish.

3. Declarations of Interests: None

4. Minutes of the meeting held on 13th May 2015:

Proposal	Proposer	Seconder	Decision
To approve and sign the minutes unchanged as a true record of the meeting	BD	NM	Agreed unanimously

5. Actions Status and Update Reports from the Minutes of 13th May 2015: BL reported that all actions had been completed with the following exceptions:

FC/26/15 – Lead Roles Review – DM commented that the review, which includes wider council operational review, is ongoing with councillors and resulting recommendations will probably be reported at the September meeting. He also suggested that maybe there will be a need to have an internal meeting of all councillors at some point as distinct from the monthly Council meeting to finalise any proposals.

FC/23/15 – Playing Field CAT – PW reported that he had requested an update from Stephen Morgan and John Price but, as with Parish Council emails since March, no response had been received to date; he will chase again. Whilst recognising the importance of moving the CAT negotiations forward, BD suggested that they must take account of and maybe not be completed until the Right of Way implementation is finalised.

6. Finance:

a. Internal Audit and preparation for External Audit – BL reported that all documentation and records are currently with the internal auditor and are due back on 12th June. Additional documentation including variance analysis for the external audit by Grant Thornton commencing 15th June have been prepared and will be despatched as soon as the internal audit results are received.

(Post meeting note: Internal auditor returned the documentation on 12th June, reported that he was satisfied with the accounts and signed the Annual Return. Documentation was despatched to Grant Thornton's on 13th June.)

b. To receive a Financial Statement and Bank Reconciliation as at 31st May 2015 – BL reported that the Statement and bank reconciliation had been circulated to all councillors prior to the meeting. He confirmed that the Statement had been corrected to show a start of year UPC Opening Reserve of £15660 to be consistent with the budget lines which included carried forward project provisions.

DM thanked BL for his continuing good work on the accounts and preparation for audits.

7. Lead Councillor, Clerk & other written Reports (attached on website)

- I. **Playing Fields including Tennis Club Grounds and liaison with the Tennis Club** – no comments made or updates received
- II. **Liaison with the Village Hall** – BD confirmed that a £2000 contribution to the doctor's surgery extension had been paid; DM expressed the thanks of the Village Hall Committee. BL confirmed that the agreed Parish Council Community Grant of £2000 would be paid shortly.
- III. **Website** – no comments made or updates received
- IV. **Drainage in The Bottom update** – DM reported that WC had responded to the email shown in the written report. They have confirmed or agreed to undertake items 1i (confirmed that flow was considered in modelling), 2 (to install baffles) and 3 (to check restricted /blocked manhole). They have said that they cannot divert water (1ii) or confirm that backflow will not occur. Residents have subsequently asked WC to reconsider their position on 1ii.
- V. **Liaison with Army Ranges** – no comments made or updates received
- VI. **Clerks Report** –

Item 1c reported the fact that WC had provided a positive decision in favour of the Parish claim on the pathway to the School Right of Way (ROW). DM reported that he and BD had met with PW to walk the ground and determined that the ROW path might best be extended down the side of the school driveway to the point where the new pathway to Oakfrith Wood begins. PW had subsequently met with the Head Teacher and pointed out that this revised ROW route solution could improve safety for the school; the head teacher agreed to take this to the Governors.

Whilst the Parish Council has now and always has had a desire to improve relationships between the School, the Governors and the Community, DM expressed the view that this had probably been taken back three years by the content of a letter issued by the School and School Governors to all parents on 8th June 2015. A copy of this letter had been given to Richard Hawkins for distribution to interested parties in the community.

PW reported that the Chair of the School Governors had subsequently challenged the WC Rights of Way Officer on the ROW decision. The Officer then suggested that an alternative solution, subject to consultation, might be to impose a Road Traffic Order at the same time as including the ROW on the definitive map; this would effectively maintain the status quo. BD supported by NM expressed the view that UPC should strongly oppose such an alternative solution.

THE CHAIRMAN CLOSED THE MEETING FOR PUBLIC PARTICIPATION:

Richard Hawkins spoke to express four points as follows:

- He had been advised that the letter from the School has been posted on 'Facebook'
- That he was of the view that the School is currently insecure by access along the driveway

- That there are strict rules of appeal on ROW issues and that he does not believe that the School will win if they take such action
- The fact that the School did not consult with UPC prior to issue of the letter to parents was short sighted in such a controversial matter

THE CHAIRMAN RE-OPENED THE COUNCIL MEETING

DM thanked Richard Hawkins for his contribution to this debate and the work he had done to date.

PW advised that WC took the view that an appeal on this ROW decision would be unsuccessful.

DM was keen to identify what next steps UPC could take to try and resolve the issue in the best interests of the community and the School. RT suggested that the School safeguarding risk assessment is probably incorrect; UPC could help to improve this. NM wondered whether the fencing to enclose the footpath could be funded by WC; PW suggested that funding could be found from somewhere and is not the primary issue at this stage.

Proposal	Proposer	Seconder	Decision
That WC be asked through PW to propose a documented solution, and to host a site meeting of all interested parties, to identify the implementation of a pathway route which satisfies the ROW definitive map criteria, the community and the School.	BD	GD	Unanimously Agreed

ACTION: FC/37/15 - PW

8. Working Groups: written reports (attached on website)

- I. **Community Access and Travel Plan Working Group** – NM reported that the Group had not been considering solutions to the Right of Way decision and would not be holding another meeting until this issue is resolved. Approval of the WC grant will probably be dependent on a planning application and adherence to Registered Village Green criteria in relation to Top Green.
- II. **Cemetery Damage Working Group** – RT reported that the decision had been taken to paint the top six inches of every other new parking area marker posts and the bollards white to make them more visible to vehicle users.

THE CHAIRMAN CLOSED THE MEETING FOR PUBLIC PARTICIPATION:

Penelope Ellis commented that she was pleased that this action had been completed sympathetically.

THE CHAIRMAN RE-OPENED THE COUNCIL MEETING

9. Councillor Vacancies – BL reported that the official WC notice of Councillor Vacancies had been posted on the website and on notice boards with on 5th June. This requires a written response from at least 10 electors by the 25th June to secure an election which would be at a cost to the Parish under new WC rules. In the absence of this level of written response, the Council will be given authority to co-opt to fill the vacancies probably at the July meeting. At this point BL had received one expression of interest to become a councillor; the required application form confirming that the person is eligible had been completed. Councillors were asked to try and encourage other members of the electorate to express interest.

ACTION: FC/38/15 - ALL

10. Section 106 Funding – AS gave a presentation outlining the work and objectives of the Group to date in considering the various projects and sites proposed (Tennis Club new club house & WC, Toddlers play equipment at the Village Hall, new play equipment at the Playing Field). The Group concluded and proposed that the best use of funds could be made by concentrating on one project only, that relating to the Playing Field recreational area. The next step would be to extend the Group to include parents, agree the equipment required, obtain quotes, seek UPC approval, present a claim to WC and look for match funding to maximise potential.

Proposal	Proposer	Seconder	Decision
To support the proposal to concentrate on one project site only - the Playing Field	Section 106 Group	RT	Unanimously Agreed

Proposal	Proposer	Seconder	Decision
To support the proposal made for progression and ongoing interaction on the 106 Claim to Wiltshire Council and other likely funding and supply organisations	BD	SH	Unanimously Agreed

11. Lydeaway Junction Issues – DM summarised the three issues which he believed need attention:

- I. Cutting of grass on the verges between the Lydeaway junction and Greengate Road to improve road user visibility
- II. Repair of the sign post at Lydeaway junction
- III. Improvement of the B342 road junctions at Lydeaway, Greengate Road and the end of Wedhampton High Street

PW expressed the view that item III above should be raised as an Area Board CATG issue; it was agreed that BL should register the issue. DM asked councillors to notify BL of any accidents/incidents that they are aware of involving these junctions so that they can be included in the registered issue.

ACTION: FC/39/15 – BL / ALL

It was agreed that BL should raise requests on WC to cover items I and II above.

ACTION: FC/40/15 –BL

(Post Meeting Note: Email sent to WC co-ordinator on 15th June 2015)

12. Neighbourhood Plan – SH reported that good progress is being made. Consultation has been completed on policies, responses have been reviewed by the sub group and the Plan is being finalised. The resulting documents will be reviewed by the Steering Group before being presented to the Parish Council for approval. It is hoped that this together with submission to WC and the required final consultation process will be completed by the autumn.

13. External Meetings – None reported.

14. Councillors' Reports and Items for Future Agenda – the following reports were made and items proposed for future meeting agendas:

- I. SH proposed that the WC Tree Preservation Officer should be invited to give a talk on trees in the Parish and his thoughts for the future; BL to invite to a future meeting.

ACTION: FC/41/15 - BL

- II. AS requested a debate on whether the Council should return to separate planning and FC meetings on different dates; add to July agenda.

ACTION: FC/42/15 - BL

III. To ensure a complete understanding, AS also requested that BL should provide a short briefing paper on Disclosable Pecuniary Interests, the processes to be followed and the constraints applying.

ACTION: FC/43/15 – BL

IV. PW reported that works are scheduled to start on bus hard standings and road safety measures on the B3098 at three Urchfont locations (Crooks Lane, Walnut Close, The Paddock) week commencing 22nd June. BL asked whether consideration could be given to the requested pavement extension from Stonepit Lane to the Paddock bus hard standing / dropped kerb. PW asked that this be added to the next agenda.

ACTION: FC/44/15 – BL

V. GD sought a better understanding of what grass verges and land UPC and WC are responsible for in terms of maintenance in the Parish; BL agreed to provide a summary although pointed out that some remain grey areas which he is trying to resolve.

ACTION: FC/45/15 - BL

Date of Next Meeting: Wednesday 8th July 2015 in Urchfont Village Hall Conference Room commencing at 7.00pm

Meeting Closed at 10.10pm

LEAD COUNCILLOR, WORKING GROUP AND CLERK REPORTS – JUNE 2015

A. Playing Fields including Tennis Club Grounds and liaison with the Tennis Club

1. Playing Field

Negotiations continue regarding the CAT Transfer of the Playing Field. There has been no response to the Parish Council and School's objectives submitted to Wiltshire Council at the end of March.

2. Tennis Club

Membership is up this year which is good news.

They currently have £10,000 in their account. They have a 5 year goal of raising £2,000yr through membership and fundraising events. In September they plan to power clean and re- colour the 2 courts to improve and prolong the surfaces at a cost of £5,000

They are still considering options for a pavilion, visiting other small clubs for ideas. The need for a changing room with shower and toilet facilities is essential to improving the club, not only for league and social matches, but also to allow expansion to such schemes as junior coaching and summer schools. This is a project to achieve within the next 5 years.

The Parish Council will address the lease for the Club when the CAT Transfer of the Playing Field or part thereof has been agreed.

Nicky Mitchell

B. Liaison with the Village Hall

All funding for the doctor's surgery reception area should be finalised in the next couple of weeks. Work on the extension will start very soon afterwards.

Dave Mottram

C. Website

The neighbourhood plan pages now have a new look to distinguish them from the rest of the site. Population of these pages is underway. The Parish Council should also consider the use of social media particularly to publicise upcoming events. We need a volunteer to investigate how this can be done and make recommendations to the UPC.

Dave Mottram

D. Drainage in the Bottom update

Following a productive site meeting between the residents and Wiltshire Council (Danny Everett) the residents have sent the following reply to Wiltshire Council –

“Danny,

Thank you for attending the meeting in Urchfont last Thursday and explaining the current proposed solution. We all thought that this solution would improve the drainage through the Bottom, but still have some concerns which we would like Wiltshire Council, and their consultants Atkins to address. These are:

- 1) The drawings of the manhole in the proposed solution omit the pipe which currently connects the roadside stream / ditch which flows from the entrance to Hill View Cottage and passes the front of No 3, The Bottom and into the manhole. It should be noted that under flood conditions water also flows out of the manhole through this pipe and floods the ditch and potentially nearby properties. There are 3 questions – i) Was the flow through this pipe taken into consideration in the modelling? ii) Can this water be routed elsewhere to avoid the manhole altogether? (iii) Will the proposed solution prevent the backflow?
- 2) Observations of the system under flood conditions show that the high speed at which water enters the manhole from the Foxley Fields pipe is causing turbulence and restricting the flow through the manhole. Can baffles be put into this pipe somewhere to slow down the flow and prevent this reduction in throughput?
- 3) The pipe connecting the surface water drain from No. 1 The Bottom into the manhole appears to be restricted or even blocked. Can this be surveyed and any necessary remedial work carried out?

We were heartened to hear that steps are in hand to arrange for a road closure, and the planned work to be carried out in about 3 months time. Please can you try to carry out any redesign deemed necessary when addressing the points raised above without impacting on these timescales?

We look forward to an update in the near future.

Regards, Dave Mottram on behalf of the residents of The Bottom”

Dave Mottram

E. Liaison with Army Ranges

There is nothing to report on this occasion.

Royston Thomas

F. Clerks Report

1. Current Negotiations / Proposals

- a. **Northern Pathway to Oakfrith Wood** – I have now received the updated Transfer Document for the CAT from Alistair Everett who has gone as far as possible to ensure that the content includes and reflects the better details on boundaries, trees etc. than in the original version from WC. I am currently reviewing this document and will discuss it with Dave Mottram in the hope that it can be signed to complete the CAT as soon as possible.
- b. **Proposed CAT of Playing Field (Western End)** – Responses have still not been received from WC to the various emails sent since March 2015 questioning the proposed boundary calculations / plan or in response to the objectives submitted in support of the CAT negotiations.
- c. **Status of Right of Way Claim to WC – School Pathway** – You will all have received the email from Barbara Burke which I circulated on 29th May 2015 containing the decision in favour of the Parish claim on this issue. We now wait to see what reactions, if any, materialise to determine the way forward on this issue; you have seen the email report from Bill Donald (1st June) on his site visit with Dave Mottram to look at the practicalities of implementation.

2. Paddock Green

Following the CAT of Paddock Green, I have now received a copy of the Land Registry Title Register/Plan from Alistair Everett confirming that the land has been successfully registered as owned by Urchfont Parish Council.

3. Change of Chairman etc

Details of the changed roles following the AGM on 13th May 2015 have been made on the website and updated notices posted on the UPC Notice Boards.

4. Councillor Resignations

I have notified WC Electoral Services of the resignations of Margaret Simper and Charlotte Hill-Baldwin and have now received the formal Vacancy Notice which will be published on notice boards and the website on Friday 5th June. These initially try to establish whether electors in the Parish require an election (at least 10 electors have to request an election in writing to WC by 25th June); assuming that this requirement is not satisfied then UPC will be authorised to co-opt using the UPC Co-option Procedure. Note that if an election is requested then WC will levy a charge on the Parish Council; the charge has not yet been determined.

To date I have received one expression of interest to become a councillor; in this respect I have also received a completed application form confirming legal eligibility.

5. Annual Audits

2014/15 accounts and supporting documentation is currently with the UPC Internal Auditor; this audit is due to be completed by 12th June to facilitate onward transmission of the Annual Return and supporting documentation to the External Auditor for their examination. Legal notices in respect of the external audit have been posted on Notice Boards and I am now preparing the variance explanations and other documentation to support the external audit submission.

6. Parish Maintenance Contract

The five year Parish Maintenance Contract with Mark Goddard is due to end on 31st March 2017. Following a 'walkabout' with Dave Mottram and Mark Goddard, I have now amended the contract to reflect the additional requirements and costs for Paddock Green, Pathway to Oakfrith Wood, hedge cutting of Farmers Field, clarification on litter bin collections, use of the skip in the cemetery and a number of other minor changes / clarifications.

7. Quality Council Status

You may recall that despite WALC advice and a significant amount of work and effort on my part to compile the evidence portfolio, that we were unsuccessful in our application to renew the Quality Council Status in 2013. The national scheme was at the same time withdrawn pending adoption of new criteria. Having discussed this Dave Mottram recently, my subsequent enquiries have established that a new Scheme was introduced earlier this year called the 'Local Council Award Scheme'. I have now downloaded a lot of documentation about this new scheme and the associated requirements to achieve one of three awards (Foundation, Quality and Quality Gold), when I have reviewed this documentation I intend to present more details and make recommendations at the July meeting.

8. Correspondence and E-mails – including:

- a. Resignation from Charlotte Hill-Baldwin
- b. Various interactions on updated Parish Maintenance contract
- c. Tent Peg incident on Pond Green
- d. Update of WC Register of Interests for Simon Holt
- e. Redhorn News input for June 2015
- f. Various interactions with John Stuart undertakers regarding interments and lack of timely provision of documentation and fees
- g. Various interactions with WC Environmental Health regarding a death in The Croft
- h. Various interactions with UPC solicitor on 'Pathway to Oakfrith Wood' CAT
- i. WC Housing Site Allocations
- j. Community Shop request for website update
- k. Need for grass cutting of bank opposite Stonepit Lane – perceived safety hazard
- l. WC Electoral Services regarding councillor resignations
- m. Various interactions on councillor co-option 'Expression of Interest'
- n. Request for 2014 council minutes from an elector citing UPC Publication Policy
- o. Scam alert from Wiltshire Police – rogue door to door fish seller
- p. Various interactions on Cemetery damage works

Bob Lunn
4th June 2015

G. Community Access and Travel Plan Working Group

Following the recent Right of Way decision in favour of the Parish it has been agreed to wait to hear more on the way forward before the Working Group meets again. The Grant Application decision is unlikely to be given before September.

Nicky Mitchell

H. Cemetery Damage Working Group

Timber marker posts around the car park area and notices are now in place. Notices have also been sent to all local undertakers. How to make the posts more visible without being unsightly will be reviewed during the cemetery working party on 6th June.

Royston Thomas