



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council meeting held in Urchfont Village Hall on Wednesday 11th June 2025

Present: Councillor's: Moscrop (PM – Chair), Waddell (JW), Harding (RH), Rotherford (JR) and Stephens (AS)

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

Clerk to the Council: Lunn (BL)

Members of the Public (for all or part of the meeting): Richard Hawkins, Tracey Lloyd, Jason Wildman

A. INTRODUCTION

1. Welcome by the Chair – PM welcomed all to the meeting and confirmed that quorum requirements are met for FC and Planning meetings.

2. Apologies Cllrs Bamber (SB), Hill (TH) and Chadwick (RC)

B. PLANNING – See Separate Agenda

C. JUNE FULL COUNCIL MEETING

1. Councillor Declarations of Interest – None declared at meeting

2. Time set aside for Public Participation and External Reports

Village Gateway Signs - As a resident, PW raised the issue of missing Village Gateway signage in Crookwood Lane which had been put on hold pending the proposed moving of the 20mph speed signs. He proposed that we should go ahead and install the signs at the end of the layby, it is unlikely that the 20mph signs will be moved any time soon due to lack of LHFIG funds.

Proposal	Proposer	Seconder	Resolution
BL to obtain quotes for new Gateway Signs for approval	PM	JW	AGREED unanimously

ACTION: FC/25/32 – BL

Urchfont Garage – Tracey Lloyd apologised for missing the earlier Planning meeting discussion, PM reiterated what had been discussed. Tracey stated that she is perfectly happy that the Council have followed due process. She advised that they are currently looking at two possible alternative sites for the business.

3. Minutes of the Meeting of the Council held on 14th May 2025

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	PM	JW	AGREED unanimously

4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 14th May 2025 – discussion identified that actions 15, 21, 25 and 31 have now been completed and can be removed from the list.

5. Finance

i. **Financial Statement and Bank Reconciliation as at 31st May 2025** – BL confirmed that both documents had been distributed to all councillors prior to the meeting. The accounts remain in good order. Preparations are well in hand for submissions to the internal and external auditors, the latter by an agreed extension to the standard deadline to 31st July 2025 at the latest.

ii. **Spend Items during May 2025 – to ratify**

Proposal	Proposer	Second	Resolution
To ratify the items spent during May 2025	PM	RH	AGREED unanimously

iii. **External Audit - Annual Governance Statement for 2024/25**

BL confirmed that this completed statement had been distributed to all councillors prior to the meeting.

Proposal	Proposer	Second	Resolution
To approve and sign the AGAR Section 1 – Annual Governance Statement.	PM	JW	AGREED unanimously

iv. **External Audit - Annual Accounting Statement for 2024/25**

BL confirmed that this completed statement had been distributed to all councillors prior to the meeting. He had also distributed the Bank Reconciliation statement to confirm the figures in Section 2, which also appear in the approved UPC Financial Summary as at 31st March 2025

Proposal	Proposer	Second	Resolution
To approve and sign Section 2 – Annual Accounting Statement.	PM	JW	AGREED unanimously

6. Lead Councillor, Working Groups, Clerk & other written Reports (see Appendix I on website version only)

- i. **Clerks Report** – Nothing further to report, update or clarify
- ii. **Councillor reports**

First Responders – JR announced that further training in the short term is now available, he will be publishing promotional advert shortly. He agreed to copy this to PW for consultation with Bishops Cannings. JR also referred to a £2000 contribution from the Scarecrow Committee to buy or rent a raizer chair, JR recommends buying and believes that other organisations in the community might wish to contribute as highlighted at the recent Parish Meeting. It was agreed that JR should approach local organisations to see whether they are still prepared to contribute and then make proposals to the Council regarding potentially two chairs, one for the VH and one to mobile with First Responders in the Parish.

ACTION: FC/25/33 - JR

JR also noted that the current first responder kit being rented by the Council is only used by Urchfont, Wedhampton relies on one jointly with Devizes. This is not ideal.

Proposal	Proposer	Second	Resolution
UPC to fund rental of a 2 nd responder kit dedicated for use by Wedhampton.	PM	JW	AGREED unanimously

Recruitment – Whilst still trying to encourage a couple of people who previously expressed interest, he requested assistance from other councillors to try and identify potential candidates for co-option to fill the three current vacancies.

7. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only) – JW commented that the WG had finalised all current proposals and documentation which will now be printed in preparation for distribution to all households prior to the next phase of consultation. She requested that the NPWG budget be increased to cater for additional printing costs.

Proposal	Proposer	Seconded	Resolution
To increase the NPWG budget to £475	JW	PM	AGREED unanimously

8. Feedback from the Parish Meeting held on 14th May 2025 – Consensus indicated that the meeting was a resounding success. JR felt that previous attendee negativity had changed in the main to positive reactions. RH commented on the demonstrated community passion and commitment to all that was discussed. PM expressed UPC thanks to all who made presentations, hopefully this can be repeated at future Parish meetings.

9. CPRE Best Kept Village Competition – BL confirmed that the Urchfont application for the Lawrence Kitching 'winner of winners' competition had been submitted and acknowledged by CPRE. Unannounced judging will take place during July 2025. All in the Village are encouraged to prepare for the judging by keeping their properties tidy and helping to keep streets and footpaths clear of litter and weeds / overhanging shrubs / trees. JR commented that some 20mph speed signs are again obscured by adjacent property shrubs which should be cut back by the owners. He also pointed out that weeds in the Pub and shop car parks need to be removed, maybe SB could ask for improvement.

ACTION: FC/25/34 - SB

JW suggested that maintenance of the cemetery is also again receiving negative comments about grass left all over memorial headstones, BL to ask Mark Goddard to take more care.

ACTION: FC/25/35 - BL

JR asked whether TH had progressed the filling in of the untidy grass patch in the pavement opposite the pub.

ACTION: FC/25/36 – TH

PM asked that this need for preparation all be promoted on Facebook, Redhorn News and on the Website.

10. Lead Councillor Roles – PM confirmed that updated roles will be published shortly.

ACTION: FC/25/37 - PM

11. Update on Current Issues not covered by above agenda items.

Sale of Yew Tree Cottage – RH raised the apparent issue regarding inclusion or otherwise of unregistered land adjacent to this property which is currently up for sale, He offered to visit Straker's to clarify. As this matter has now been referred to the UPC solicitor, it was considered that no action should be taken until professional advice is received.

12. External Meetings – None reported

13. Other Reports from Councillors

i. **Complaint from Bridle Way Association** – an email had been received complaining about the 'No Entry' on to the A342 between Wedhampton and the B3098. PW suggested that this is a Highways Engineer issue, the email is to be forwarded to PW for action, with a possible holding response going to the author of the email.

ACTION: FC/25/38 – PM

ii. **Scouts AGM** – PM advised that the Scout AGM will be held in the Village Hall at 6.30pm on 10th July 2025, all are welcome to attend.

iii. **Proposed Pump Track** – a proposal made by Willow Corke for the installation of a concrete/ tarmac or other surface track for basically use by all ages on bikes and skates was received in May and copied to all councillors. It was intended to be discussed at this meeting. However, in the absence of RC, it will now be discussed at the July meeting.

ACTION: FC/25/39 - BL

iv. **Potential Unitary Changes following election result** – RH asked changes are likely now that the Liberal Democrats control the Unitary council, PW commented that the position is not yet clear, but

they are likely to find it difficult to get proposals through due to their slim majority. PW also reiterated that it this officers who do the fundamental work of the Council, new councillors tend to cause disruption.

14. Items for Future Agenda (not identified from agenda items above)

There being no further business, the meeting closed at 8.22pm.

Date of Next Meeting: Wednesday 9th July 2024 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO THE JUNE 2025 FC MINUTES

i. Clerks Report

CPRE Best Kept Village 'Laurence Kitching' – The application and supporting documentation for Urchfont has been submitted to and acknowledged by CPRE. Unannounced judging will take place during July 2025.

Internal Audit of UPC 24/25 Accounts – Preparation of the accounts and supporting documentation is well in hand for this audit to take place post the June FC meeting and be completed by 25th July for submission of documentation to the External Auditors by 31st July 2025 at the very latest.

External Audit of UPC 24/25 Accounts – The external audit is carried out annually, currently by PKF Littlejohn LLP. Required documents and analysis of variances normally have to be submitted to the auditors by 1st July each year, but due to my other business commitments I have requested and had approved an extension to 31st July 2025. A fundamental part of this audit is the completion and approval of Part 3 of the Annual Governance and Accountability Return (AGAR) before the end of June. Section 1 has to be considered and approved first followed by Section 2, both of which have been distributed to councillors prior to the June meeting.

Bob Lunn
Clerk to the Council

ii. Councillors Reports

FIRST RESPONDERS - We have approval now for £2000 contribution from the Scarecrow fund for a RAIZER chair. I am discussing with Neil Jones and South West Ambulance the best way to procure this. We also have some provisional offers of help from individuals and organisations to help fund the balance. Further CFR recruitment could be delayed until 2026 as the autumn training course is already full but I will keep discussing with potential candidates for early 2026.

RECRUITMENT - We need a further three councillors so advertising has begun in Redhorn news and Facebook but recommendations will be very helpful to progress. Assistance will be appreciated.

Cllr John Rotherford

APPENDIX II TO THE JUNE 2025 FC MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 27 MAY 25

Present: Al Gordon (AG) Trevor Hill (TH); Keith Hills (KH); Linda Jennings (LJ) (Chair); Sally Stephens (SS);
Jackie Waddell (JW)

Apologies: Malcolm Turner (MT).

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 24 Apr 25 had been passed to UPC and approved. Matters arising are dealt with under the items which follow.

2. POWERPOINT PUBLIC PRESENTATION

It was agreed that the presentation had been successful and generally well received and with a number of positive comments.

All to Note

3. CONCERNS WITH UPHILL FARM SITES 7 AND 10

It was reported that concerns had been expressed about the possibility of building development on sites 7 and 10 and its impact on properties to the south west in the Baishe below. The issue was the stability of the greensand surrounding the “hanging” and the potential for landslip. WG members had taken full note of the concerns, but had stressed that this was the first stage of public consultation and analysis of the sites.

Decision: All concerns raised would be fully taken into account by the WG and would be taken forward to the next stage of site selection and public liaison.

Action: All to Note

4. REVIEW OF DROP-IN SESSIONS TO DATE

JW had compiled a list of the written comments received from sessions 1 (8 May), 2 (10 May), and 3 (20 May), and had circulated it to WG members. Apart from comments on sites 7 and 10 outlined above, there were several regarding the quality of access via Crooks Lane to the sites on the east of Urchfont. Some questions had been posed and there were some observations. 15 people had attended the first session, 20 the second session and 23 the third. It was agreed that there should be a response to the questions raised and the timing of this was discussed. The possibility of another public meeting was aired.

Decisions and Action:

- There would be no further public meeting or Drop-in sessions until the WG proceed to stage 2 of the site selection process
- JW would add the questions and comments made at the 31 May Drop-in session to her list.
- All the written questions and comments made during the Drop-in sessions would be assessed later - together with the comments made on the voting forms

5. VOTING

It had been agreed that stage one voting on the sites would commence after the Drop-in sessions in June.

a) Voting Forms and Site Appraisal Sheets

There was some discussion on the layout and content of the voting forms and SS suggested a pamphlet style document. KH had circulated a draft design to the WG and SS had circulated a coloured header page for comment. It was agreed that the voting forms would include a header page and with an information / instructions page on reverse. The information page could include a short forward from the Chair of UPC and a contact number for the WG. There would follow 2 pages including the spaces for voting “Yes” “No” or “Maybe” on each site and space for comments. The text summarising the key factors about each site would be on 3 double sided pages and inserted into the centre of the pamphlet. At the back of these site appraisal sheets, there would be 2 small scale maps summarising the location of all sites. To keep costs down, these site appraisal sheets could be reproduced locally. It was suggested that 750 copies would be appropriate with the possibility of more but this was dependent on costs.

Decisions and Actions:

- KH would produce a final version of the information and instruction page and the voting pages and pass to SS
- SS would seek the help of the graphic design professional in the village to format and produce the voting pamphlet; once finalised, SS would ask about a quote for the costs of printing
- TH would contact the Chair UPC to seek her agreement to a Chair’s comment and would draft a comment for her approval
- TH would contact a local printer to get a quote for reproduction of the site appraisal summary sheets

b) Publicity

SS confirmed that she had submitted a notice regarding the voting process for the June edition of the Redhorn News. She suggested that the same notice could be put on Facebook just before the forms were due to be delivered and that it could be adapted for an A4 publicity poster to be put around the Parish.

Decision and Action:

SS would liaise with the local graphic designer to adapt the Redhorn News notice for use on Facebook and for an A4 publicity poster

c) Delivery of forms

It was agreed that WG members would undertake delivery of the voting forms around the Parish. TH had details of the previous round of questionnaire deliveries which could be amended to reflect current WG membership.

Decisions and Actions:

- TH would divide the Parish properties up for deliveries by each WG member, plot on the local map and pass to KH
- KH would scan the map for all showing each area of delivery

e) Collection of forms

It was hoped that most residents would be able to deliver their completed site voting forms to Urchfont village shop. However, for those unable to do this, they would be able to contact WG members for collection via the telephone number on the voting form. The voting forms would be

placed in an envelope held in the shop and then collected by WG members. Envelopes would be needed in the shop to ensure confidentiality for the returns. Liaison with the shop on this process was essential.

Decisions:

- Numbered voting forms would be delivered around the Parish before the end of June
- Completed voting forms would be returned to the village shop and placed in envelopes, unless otherwise advised
- The end date for consultation would be 3 Aug 25

Actions:

- WG members would distribute the voting forms by end Jun 25
- TH would be the initial point of contact for those unable to return forms to the shop
- TH would liaise with UPC Clerk to establish the number of unused envelopes he held; following this an order could be made for more
- MT would liaise with the shop managers and staff to brief them on the return of voting forms

Recording of responses

AG had designed a database into which all the voting responses could be incorporated. There was some discussion as to how the different responses and the Yes / No / Maybe columns would be identified. AG had worked on a spreadsheet which would enable the WG to query the database, total and average out the results. As stated under item 4, the comments from the Drop-in sessions would be included in the database.

Decisions and Actions:

- AG would refine the database and circulate for comment
- All to note: voting responses would be logged by form number with scores (yes-4, maybe-2, no-0)

6. FINAL SITE SELECTION PROCESS AND FORMAT

There was some discussion about the staged approach to site selection and future steps. However, it was felt that a report might be given to UPC on the outcomes of the first stage; this would be a public document which could be appended to a UPC agenda. Such a report could be released after public voting on the sites was complete.

Decision and Action:

- This matter would be discussed at the next meeting

7. ENGAGEMENT WITH WILTSHIRE COUNCIL

KH suggested that it was important to engage with Wiltshire Council as soon as possible to establish where the Parish stood now that the planning applications for the Urchfont garage and Ballingers sites had been approved. The implications for the UPNP housing allocation number needed to be clarified.

Decisions and Actions:

- KH would seek a date for a meeting with Wiltshire Council's Neighbourhood Planning team as soon as possible
- KH and TH would seek a meeting with local Cllr Philip Whitehead to discuss the questions he raised re proposed UPNP sites and those in the UWLNP

8. NEXT MEETING – 17 Jun 25 at 7.00pm, Village Hall

All to Note