



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council meeting held in Urchfont Village Hall on Wednesday 14th May 2025

Present: Councillor's: Moscrop (PM – Chair), Bamber (SB – Vice Chair), Waddell (JW), Harding (RH), Chadwick (RC), 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): Nicola & Richard West, Joe McDermot, Rob Snook, Alison Snook

A. INTRODUCTION

1. Welcome by the Current Chair - PM welcomed all to the last meeting of the old council and first of the new following the recent Election.

2. Acceptance of Office certification following Uncontested Election – all councillors to sign documentation in the presence of the Clerk / Proper Officer – All councillors signed this documentation before Councils proceedings began.

3. Apologies: Cllr Hill (TH)

B. STATUTORY ANNUAL BUSINESS – BL guided the Council through the Statutory Business calling for nominations and acceptance of nominations where appropriate.

i. Election of the Chair

Proposal	Proposer	Second	Resolution
Pam Moscrop to continue as Chair	JW	JR	AGREED unanimously

ii. Election of the Vice Chair

Proposal	Proposer	Second	Resolution
Sarah Bamber to continue as Vice Chair	AS	PM	AGREED unanimously

iii. Appointment of Lead of Planning

Proposal	Proposer	Second	Resolution
Jackie Waddell to continue as Lead of Planning	JW	JR	AGREED unanimously

iv. Election of Representatives

- a. Devizes Area Board
- b. Parish Trust

It was agreed that these will be included as Lead Councillor roles.

v. Appointment of Internal Auditor – BL stated that Paul Papworth Smith has been the auditor very successfully for several years and he recommended that he should be reappointed.

Proposal	Proposer	Second	Resolution
Paul Papworth Smith to be re-appointed as Internal Auditor	PM	JW	

vi. To Approve Annual Subscriptions (24/25 costs in brackets)

- a. Community First (£40)
- b. NALC & WALC – 25/26 invoice received £550.61 including £91.77 VAT
- c. Society of Local Council Clerks (£188)
- d. Local Councils Update (£80)
- e. ICO (£35)

Proposal	Proposer	Second	Resolution
To agree continuation of all the subscriptions listed	PM	SB	AGREED unanimously

END OF STATUTORY BUSINESS

C. PLANNING – See Separate Minutes

D. MAY FULL COUNCIL MEETING

- 1. Councillor Declarations of Interest –** None declared at the meeting
- 2. Time set aside for Public Participation and External Reports –** None required
- 3. Minutes of the Meeting of the Council held on 8th April 2025**

Proposal	Proposer	Second	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting	AS	JW	AGREED with one abstention as absent from meeting

4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 8th April 2025 – Actions 25, 27 and 29 were reported as complete.

5. Finance

i. Financial Statement and Bank Reconciliation as at 30th April 2025 – BL confirmed that both documents had been distributed to all councillors prior to the meeting, no comments were made. BL also confirmed that the 1st installment of the PRECEPT had been received from WC. He also advised that he will be paying the Council insurance premium during May, the final year of a 3 year long term agreement (LTA).

ii. Spend Items during April 2025

Proposal	Proposer	Second	Resolution
To ratify the individual Spend Items during April 2025	PM	JW	AGREED unanimously

PM stated that Bambers Power Wash (no connection with SB) had done a very good job power cleaning the Recreation Ground play equipment and furthermore donated their fee to the Church, a very kind gesture.

iii. Requested Contribution of £250 for Urchfont Ducks upkeep – Councillors had been distributed a request from Paul Bancroft for a contribution to the upkeep of the Urchfont Ducks. Consensus indicated

that the ducks and the volunteers who look after them in all weathers are a very important asset in the community

Proposal	Proposer	Second	Resolution
To approve a contribution of £250	PM	RC	AGREED unanimously

ACTION: FC/25/31- BL

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

Clerks Report – Nothing further to add to the report.

Councillor reports – none submitted

7. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only) – JW reported that a successful consultation meeting had been held on 26th April followed by two of the four publicised drop-in sessions which were attended by 15 and 20 members of the community. RH commented that all he had spoken to are very impressed with the data and transparency. RH also stated that some members of the public have serious concerns about some of the proposed sites but have been assured that these can be aired at subsequent NP sessions / responses and finally if and when they get to the planning application stage. PM thanked the NP WG for all the hard work and time that has been put into progress to date.

PW commented on apparent land slippage at Manor Farmyard, WC are trying to establish who owns the bank adjacent to Friars Lane and the associated liability. This is being raised with Senior WC Directors.

JW stated that a significant amount of printing is required in relation to posters and voting documentation etc. that will be distributed to all households in the Parish, she requested a budget to cover these costs.

Proposal	Proposer	Second	Resolution
To approve a printing budget of up to £400 (VAT receipts to be submitted)	PM	RC	AGREED unanimously

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

URCHFONT GARAGE Planning Appeal - JR asked whether there is any update on progress of the Urchfont Garage planning appeal, PW responded no, the process can be long and we will not know until the decision is made.

(Post Meeting Note: Unfortunately we have subsequently heard that the Appeal by Gaiger's has been allowed and planning permission is granted for the demolition of existing buildings and construction of five dwellings and associated works at Urchfont Garage, Devizes, SN10 4QH)

9. External Meetings – PW posed a big thank you to TH who had briefed Bishops Cannings PC on our experiences with SIDS (speed indicators) and the model finally purchased. Bishops Cannings are now in the process of purchasing similar models.

10. Other Reports from Councillors

VE Day Celebrations – PM thanked and congratulated RC for organising the recent celebrations, very good feedback had been received from the community.

Vans parking in Urchfont – RC had received further complaints about a number of vans owned by one property being parked around the Village. AS observed that if they are taxed and insured then they have a right to park on the highway unless they are causing an obstruction or nuisance. UPC does not have enforcement powers in this respect, any complaints should be referred to the police.

11. Items for Future Agenda (not identified from agenda items above) – none identified at the meeting.

There being no further business, the meeting closed at 6.30pm

Date of Next Meeting: Wednesday 12th June 2024 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO MAY 2025 MINUTES

Clerks Report – The Financial Summary and Bank Reconciliation as at 30th April 2025 will be distributed to all councillors prior to the meeting. This is the first month of the new financial year, the accounts are in good order and budgets for each of the account lines have been calculated. The first 50% payment from WC for the 25/26 PRECEPT has been received.

Following the uncontested election result, eight councillors have been elected to the Council, this leaves THREE vacancies which can be filled by co-option as and when valid nomination papers are submitted.

Councillors Reports – None submitted

APPENDIX II TO MAY 2025 MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 24 APR 25

Present: Trevor Hill (TH); Keith Hills (KH); Linda Jennings (LJ); Sally Stephens (SS); Malcolm Turner (MT).

Jackie Waddell (JW)

Apologies: Al Gordon (attendance through video link)

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 25 Mar 25 had been passed to UPC and approved. TH had invited UPC Councillors to attend a meeting where the operation of the matrix would be explained and Councillor Richard Harding had met with KH for that purpose. Other matters are covered in the points which follow.

2. MATRIX SCORING SYSTEM REVIEW

MT reported that he had received a message from the owners of Site 5, withdrawing their submitted site; this had been circulated around the WG. Given the small size of this site, it was agreed that its withdrawal would have minimal impact on the number of houses to meet the required WC allocation. Furthermore, being within the development boundary, there was already a presumption of in favour of its development, subject to the usual design and highway requirements.

KH and LJ had made some amendments to the matrix which were explained to the WG. It was felt that for the purpose of the short presentation, it was best to give an outline description of the matrix just referring to one or two examples of the assessment criteria used.

Decisions and actions:

- All to note the withdrawal of Site 5; KH would take Site 5 out of the scoring matrix
- For the presentation, KH would give a simple outline description of the site assessment matrix

3. PUBLIC PRESENTATION

It had been agreed that AG would be the “keeper” of the Powerpoint presentation and WG members had submitted updates and amendments to him. SS had contacted the graphic designer who was working on a “professional” version of the presentation. A few amendments were necessary including changes to the mapping slides 7 and 8. Site 5 would be annotated as withdrawn on the mapping. It was agreed there would be a short time for general questions, but attendees would be encouraged to go to the drop-in sessions for detailed information and discussion.

All except AG would be at the presentation and the order of presenters was discussed.

Decisions and actions:

- LJ would note of the withdrawal of Site 5 on the map slides
- AG would give a final draft of the presentation to SS
- SS would continue to liaise with the graphic designer in the village to achieve a professional standard of slides for the presentation
- TH would introduce the presentation and give a brief review of activities and NP progress then outline the afternoon’s agenda
- LJ would give an outline of the location of the sites
- KH would give a brief description of the site assessment matrix
- SS would describe the 4 stage process to the proposed voting system
- TH would conclude with comments about the final selection of the preferred sites and next steps
- MT would produce signing in sheets for those attending the presentation
- JW would take responsibility for refreshments

4. INFORMATION DISPLAY AND MAPPING FOR PRESENTATION

LJ was producing two identical A1 sized maps showing the location of all the sites; these would be displayed with a key at the rear of the village hall. Copies of the Site Assessment Matrix document showing the criteria 1-26 would be in the same location.

Decisions and Actions

- LJ would produce 2 x A1 maps showing the locations of the submitted sites
- KH would produce the latest draft version of the Site Assessment Matrix for display

5. DROP-IN SESSIONS

4 drop in / workshop sessions had been booked in the Village Hall conference room for 8 May, 10 May, 20 May and 31 May. The purpose of the sessions was to give residents the opportunity to get some detailed information about each of the sites and air any issues or concerns. Notes would be made by WG members of specific concerns.

KH and LJ had produced appraisal sheets for each site which included a location map, photos, and a list of its key factors. WG members had revisited landowners to resolve any outstanding queries and had taken a copy of the site appraisal sheets to ensure that the details were acceptable. Subsequently, KH and LJ had made a few amendments to the sheets to update details and reflect landowner comments.

Further publicity was required for the drop-in sessions.

Decisions:

- At least 2 WG members would be present at each session and WG members would notify TH of their availability for the 4 dates.

- The main A1 sites map, the Site Assessment Matrix and the Site Appraisal Sheets would be up on display
- A4 posters, the Redhorn News and if possible, the UPC website would be appropriate to publicise the drop-in sessions

Actions:

- All WG members
- SS would liaise with the graphic designer to produce A4 posters for the drop-in sessions and use the design as a basis for a Redhorn News notice.

6. VOTING PROCESS AND PAPERWORK

There was no time available to discuss this matter in detail, so a date, post presentation, would be agreed to finalise details. It had been agreed that stage one voting on the sites would commence after the drop in/workshop sessions. Pre- numbered forms would be delivered to each household. Residents would be asked to judge all the sites on the basis of 3 categories – Yes / No / Maybe. The presentation would emphasise the confidentiality of the voting process.

Decision and Action: TH would send out a list of dates available for a meeting and WG members would respond.

7. AOB

LJ reported that she had received a response from the head of WC's Neighbourhood Planning team with the information that a) no planners had been recruited into the NP team; b) the NP team would decide if SEA was necessary and the WG would need to provide a specified list of information; c) the residual figure as at 1 Apr 2024 for the number of houses required for the Parish was 34 - as quoted in WC's draft Local Plan.

8. NEXT MEETING – 27 May 25 at 7.00pm, Village Hall

All to Note