



## **DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council meeting held in Urchfont Village Hall on Wednesday 13<sup>th</sup> August 2025**

**Present: Councillor's: Moscrop (PM – Chair), Bamber (SB – Vice Chair), Hill (TH), Waddell (JW), Rotherford (JR), Harding (RH), Chadwick (RC) 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):** Mark Wood, Nicky Hammond, Tracey Lloyd, Mike Wood, L. Gordon

### **A. INTRODUCTION**

- 1. Welcome by the Chair** – PM welcomed all to the meeting with all councillors attending.
- 2. Apologies** – None, all councillors present

### **B. PLANNING** – See Separate Minutes

### **C. AUGUST FULL COUNCIL MEETING**

- 1. Councillor Declarations of Interest** – None declared at the meeting
- 2. Time set aside for Public Participation and External Reports**
  - i. **Urchfont Garage** – Tracey Lloyd thanked the Council for all their support and effort in relation to the garage site application and appeal. She advised that they have now found a potential new site for the business to continue locally. It is likely that they will remain on the current site until their lease expires. SB commented that the community will be very happy to receive this news.
  - ii. **Vehicle speed and state of roads** locally - Nicky Hammond advised that a vehicle perceived to be speeding outside her property had thrown up a stone which had smashed an upstairs window which needed a costly repair. She believed the offending vehicle was an unidentified tractor and that the stone was from the badly maintained road. PM suggested that without details of the vehicle concerned, it would be difficult for the Council to make any comment, especially as they do not have enforcement powers. TH commented that tractors are normally fitted with speed limiters, but their size can make them appear to be speeding. PW suggested that the Council could apply to WC for a metro-count in this location which will provide evidence of speeds and types of vehicles etc., but he could not guarantee one would be provided.
  - iii. **Crookwood Gateway Signs** - PW, as a resident, asked whether the new gateway signs are being progressed, BL confirmed that they were.

### **3. Minutes of the Meeting of the Council held on 9<sup>th</sup> July 2025**

<b>Proposal</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Resolution</b>
<b>To approve and sign the minutes as a true and accurate record of the meeting.</b>	<b>SB</b>	<b>JR</b>	<b>AGREED with one abstention due to absence</b>

- 4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 9<sup>th</sup> July 2025** – AS reported that WC had investigated the highway problem at the junction of B3098 and High Street and stated that there is nothing wrong. PW suggested that this view should be challenged with WC Highways especially in relation to motorcycles traveling around the corner, with copy

of any correspondence to him.

## 5. Finance

- i. **Financial Statement and Bank Reconciliation as at 31<sup>st</sup> July 2025** – BL confirmed that the financial summary and bank reconciliation statement at 31st July 2025 had been distributed to all councillors prior to the meeting. The accounts are in good order and the internal audit of 2024/25 accounts had been completed without comment or observation. No comments were made.

### ii. Spend Items during July 2025

Proposal	Proposer	Seconded	Resolution
To ratify the July spend as shown on the bank reconciliation	JW	PM	AGREED unanimously

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

- i. **Clerks Report** – nothing to add or clarify
- ii. **Councillor reports** – JR reported that Scarecrow Festival had agreed to fund one raizer chair for the Parish at a cost of £1866 + VAT which will be paid to UPC as a donation. BL queried whether Scarecrow is able to pay funds directly to UPC, he thought that this has previously been achieve via the Paris Trust. JR agreed to check the status.

**ACTION: FC/25/44 – JR**

(Post Meeting Note : Scarecrow have confirmed that they can and will pay the fund directly to UPC)

**7. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only)** - TH referred to the minutes of the last NP meeting, no comments were received on these. He then reported that 229 completed site voting forms had been returned, residents had clearly taken these very seriously with many visiting sites before making comment. TH thanked all respondents and indeed the Community Shop for playing their part in the exercise. The forms are now being analyzed in some detail to be able to present an update and recommendations to the Council and subsequently the community. TH said that the WG are desperate to meet with Michael Kilminster to clarify various issues, but had been advised that he is away until 1<sup>st</sup> September. This interaction is needed before further consultation can take place. RH commented that CIL funding can be included in the NP as a good vehicle to facilitate infrastructure investment, TH advised that CIL is not currently included.

**Wiltshire Independent Remuneration Panel** – PM explained that this panel recommends a series of maximum basic allowances, based upon the size of a council's electorate, payable to members of city, parish, and town councils. It also recommends a scheme of travel expenses and subsistence payments. This is the first such report in the Wiltshire Council area since the creation of the Wiltshire Council unitary authority in 2009. City, town, and parish councils can agree to pay their members an allowance, known as 'parish basic allowance,' to recognise the time and effort they put into their parish duties. If a council wishes to pay a basic allowance, it should have regard to the recommendations of the Independent Remuneration Panel. There is no obligation on councils to pay such allowances or for individual councillors to accept an allowance if offered. PW pointed out that this is not a WC policy and did not believe this is a good idea, the panel is an independent review body. JW pointed out that councillors are all volunteers and did not think this a good idea. PM agreed and stated that this is a personal choice for all members to consider. PM agreed to distribute the full recommendations to all councillors,

**ACTION: FC/25/45 - PM**

**8. Unregistered Land alongside Yew Tree Cottage in The Bottom** – TH reiterated the background to this issue going back to documents received from Sarah Minty giving details of the time the ground had been cared for. Unfortunately the Council at that time were not prepared to fund the legal process which would

have secured the land for the Community. RG explained that a solicitor will now charge up to £1300 + VAT for initial investigation works and probably going up to around £5k overall. He also pointed out that a similar situation applies on the opposite side of the road where land is being used as a vegetable plot. The Council had written to the previous owner and told them that they intended to take over the land for community use and plant fruit trees, a response was never received. BL suggested that the first step is to confirm with Straker's whether a statement in relation to looking after this land has been sold as part of the sale with the intention of eventually claiming it legally after 12 years? PM was of the view that no funding should be approved or further work undertaken until we know the answer to this question. She proposed the following:

<b>Proposal</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Resolution</b>
<b>That the Clerk write to Straker's and maybe the new owners to establish whether a formal / legal statement had been included in the sale documentation.</b>	<b>PM</b>	<b>JW</b>	<b>AGREED unanimously</b>

**ACTION: FC/25/46 - BL**

**9. Neighbourhood Watch** – Mark Wood took over Neighbourhood Watch from Colin Whitehead around five years ago. He prepared a paper (See Appendix III of these minutes on the website version only) which was distributed to all councillors prior to the meeting. Recent white van incidents in The Croft highlight the importance of neighbourhood watch (NW) to initially identify and report issues to the police who are actively trying to kickstart NW in Wiltshire. The big issue is the lack of streets and other signs in the Parish to deter such incidents. In talking about the cost of signage, PM asked whether the estimates included Wedhampton and Lydeaway and SB added the need to include new developments in the parish. The figures quoted in the paper did not necessarily cover all these areas.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Resolution</b>
<b>To approve spending of up to £250 for the purchase of stickers and signage. – Mark Wood to initiate and send invoices to the clerk.</b>	<b>PM</b>	<b>TH</b>	<b>AGREED unanimously</b>

**10. Urchfont Maintenance Contract Performance** – It was pointed out that the alleged damage in the cemetery is assumed to be caused by Mark Goddard or his men, BL has notified him of the issues on several occasions. PM asked whether Goddard is adhering to the current contract specification, she asked BL to send her a copy for review. BL pointed out that the current contract ends on 31<sup>st</sup> March 2026 and will be subject to competitive tender starting in January 2026.

**ACTION: FC/25/47- BL**

**11. Damage to Stonepit Lane** - JW had received a letter of complaint about significant damage to Stonepit Lane, including demolition of street signs. PW reported this to the relevant WC department who will attend later this week to inspect the damage and report back. It is understood that a resident had bought a shepherd's hut but could not gain access to his garden without cutting back the bank and widening the pathway, but it is said with the full intention to restore once the hut had been finally positioned. PM commented that it is still not acceptable to undertake such work / damage to a Right of Way without prior consultation with the Council, WC and neighbours. PW will pass on WC inspections comments.

**12. CIL Funds** – BL presented a paper previously distributed to all councillors which showed that the Council had received £46,587.30 from WC up until 31<sup>st</sup> March 2025, of this the Council had spent £29,161 on infrastructure projects leaving £17,426.30 to spend. In his annual report he had notified WC that the Council are currently considering an enhancement to recreation facilities (pump track) to spend the balance. WC have indicated that they are not currently considering claiming any of the CIL monies back under the 5-year expiry period and that any unspent funds at 31<sup>st</sup> March 2026 can be earmarked for specific projects. RH had intended to present a PowerPoint distributed earlier, but this had not been received by PM or BL. RH will re-distribute to all councillors. RH emphasized that CIL monies are charged by WC on all new developments, some of which is

then padded to UPC for use on local infrastructure improvements. Council needs to urgently consider its strategy and opportunities for using this fund to avoid the potential for WC to take back unused funds.

**ACTION: FC/25/48 - RH**

**13. Proposal to fund the laying of scalping's on pathway to Oakfrith Wood** - JR stated that a trial had been agreed last year which was not successful. Nevertheless, Phil Milanes has asked for funding to apply more scalping's in the same location this year before the bad weather sets in. TH added that he believed Phil now wants to put chips down from Oakfrith Wood down towards the tennis courts. PW was of the opinion that tis is countryside and should respect the need to dress appropriately for the conditions, TH agreed and thought that any work of this nature is a waste of money. RH added that we tried it last year and it did not work.

Proposal	Proposer	Second	Resolution
<b>Proposal is NOT supported based on the trial last year and the fact that this is a countryside pathway.</b>	<b>PM</b>	<b>JW</b>	<b>AGREED unanimously</b>

**EMLU Link** – BL had distributed a plea from EMLU Link seeking more volunteers, asking "How do we ensure the Wiltshire Connect service does cover our villages" and asking whether a petition is necessary. Councillors commented that Wiltshire Connect does appear to serve Urchfont well and that many residents use EMLU Link. It was agreed that PM should respond to EMLU Link to whom the Council donates £100 annually.

**14. Proposal to purchase two new benches for Wedhampton** – PM explained that Roger Day had approached her requesting replacement of the bench in Wedhampton High Street due to its poor condition and provision of a new bench on the Millenium Way. Whilst replacement of the High Street is a Council matter, TH suggested that Scarecrow Festival should be approach regarding the other bench, all councilors agreed. PM agreed to investigate options for the High Street bench.

Proposal	Proposer	Second		Resolution
<b>To approve spending of up to £500 for the purchase of a new bench and stand to replace the existing bench in Wedhampton High Street</b>	<b>PM</b>	<b>AS</b>		<b>AGREED unanimously</b>

**ACTION: FC/25/49 - PM**

**15. Update on Current Issues not covered by above agenda items.**

**Pump Track Proposal** - SB reported since the last meeting she had been in contact with individuals who had contracted a similar track in Pewsey, they had provided details of potential cost which is based on £1000 per meter or up to £100k to include all peripheral services. She will further contact the Pewsey Parish Council councillor who oversaw the project to gain more information, including funding sources and any problems encountered etc.

**16. External Meetings** – None reported.

**17. Other Reports from Councillors**

- i. **Footbridge Replacement** - TH reported that the footbridge by the sewage works will be replaced by the WC Right of Way Dept. during September. It has been in poor condition for some while.
- ii. **Playing Field Community Asset** – PW confirmed that the agreed Community Asset arrangement would remain in place following transfer of the School to EQUA. However, access through the School from Top Green is not clear and needs to be clarified as it is not a WC matter. PM to take up matter

with EQUA,

**ACTION: FC/25/50 - PM**

- iii. **September Meeting** – Following discussion about lack of councillor availability in September, SB suggested that the Council should take a Full Council meeting break in that month. If planning decisions are required, then a specific planning meeting will be arranged and publicized.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To cancel The Full Council meeting scheduled for 10<sup>th</sup> September 2025.</b>	<b>PM</b>	<b>JW</b>	<b>AGREED unanimously</b>

- 18. Items for Future Agenda** (not identified from agenda items above) – None identified.

**Date of Next Meeting: Wednesday 8<sup>th</sup> October 2025 - 7.00pm Village Hall (Conference Room)**

## **APPENDIX I TO THE AUGUST 2025 FC MINUTES**

### **i. Clerk's Report**

**Internal Audit** – the audit has been completed without comment or observation. The AGAR has been updated with the internal auditor's report.

**External Audit** – The completed and approved AGAR, together with supporting documentation, was submitted to PKF Littlejohn LLP on 27<sup>th</sup> July 2025 in advance of their agreed extended deadline of 31<sup>st</sup> July.

**Brian Matthews MP** – will set up his stall outside the Community Shop / pub on 27<sup>th</sup> August 2025 between 3.30 and 4.30pm. The community is encouraged to interact with him during this surgery session.

**Bob Lunn**  
**Clerk to the Council**

### **ii. Councillors Reports**

#### **First responders**

We have two new applications from Urchfont and if accepted will undergo training in the Autumn. I am also working with SWAST to better understand the call out data of the current first responder team in the Parish. The Proposal for the Raizer chair is now available to be purchased by UPC with funding from Scarecrow of £2000. The majority of the potential funders of a second chair would like to wait to see the usage of the first chair.

#### **Pond**

The Algae level is higher than usual at this time of year, but it is not concern at present. The signs have been erected warning the public about the potential hazard of the Canada geese droppings. There is an issue of tree pruning near the duck house as a large branch fell recently which Will Corke's team cleared up the same day and did some emergency pruning – great response but a proper tree inspection should be considered.

#### **Recruitment**

We have a new applicant for the council who will attend the September meeting, but we still need two more councillors. I have been dropping over 100 leaflets in various locations in the parish, but I think we need a rethink to encourage people to apply after the various responses I have received.

**Cllr John Rotherford**

## **APPENDIX II TO THE AUGUST 2025 FC MINUTES**

### **MINUTES OF A MEETING OF THE NP WORKING GROUP ON 27 JUL 25**

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

#### **1. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

The minutes of the last meeting held on 17 Jun 25 had been passed to UPC and approved. TH confirmed he had responded to the site owners of the Bell Caravan site emphasising that site status (brownfield/greenfield) would be dependent on the area put forward for development. There had been no further communication. Other matters arising are dealt with under the items which follow.

#### **2. VOTING RETURNS**

Most of the meeting was devoted to discussion about the first stage voting returns to date. As of 27 Jul, 148 forms had been received. TH and LJ had put the scoring information into the spreadsheet on a site by site basis and KH had compiled and filled in a separate spreadsheet with the comments relating to the sites. These activities would continue until the deadline. Some anomalies on forms were mentioned - for example - where some scores had been left blank; in this case it was agreed that the score could only be a zero.

TH confirmed that there were sufficient envelopes available if numbers ran down in the shop. It was agreed that there would be no extension to the deadline. In a separate document, JW had listed all the comments recorded at the drop-in sessions.

JW had put a message on Facebook reminding residents of the deadline and the importance of completing the form. SS had arranged for posters to be put up around the Parish reminding residents of the deadline and had submitted an entry for the Redhorn News.

##### **Decisions:**

- The deadline for voting returns would remain as 3 Aug 25 and the box for returns would be removed from the shop
- Late returns would not be accepted

##### **Actions:**

- LJ would pick up the last of the returns at 9am on Mon 4 Aug, remove the collection box from the shop and brief the shop staff.
- TH, then LJ, would continue to input the numerical scoring information from the latest returns into the master spreadsheet then pass the forms to KH
- Following the deadline and completion of the scoring spreadsheet, TH and LJ would run a check of the details
- KH would continue to note the comments on the latest returns on his spreadsheet
- Once finished, TH and KH would circulate their spreadsheets to other WG members.

#### **3. SITE SELECTION AND WILTSHIRE COUNCIL LIAISON**

There was considerable discussion regarding the next stage of site selection. With the technical site analysis completed and once the residents' first stage vote had been recorded, it was agreed that the WG was in need of some further clarification from Wiltshire Council. This liaison should

occur as soon as possible. To that end, an agenda needed to be put together and once agreed, sent to Wiltshire Council's Neighbourhood Planning team with a request for a meeting.

**Decisions and Actions:**

- KH and LJ would draft a note and short Agenda containing the subjects for discussion with the Neighbourhood Planning team at Wiltshire Council.
- The note and agenda would be copied to Cllr Philip Whitehead

**4. LETTER FROM WEDHAMPTON**

TH had received an email from a resident in Wedhampton which outlined local concerns about possible development in the vicinity. TH had replied that had the resident's concerns had been circulated to the WG and would be added to the feedback already received from the voting process.

**All to Note**

**5. SITE 21 – JASMINE COTTAGE & FIRLINGS**

No further information about potential development on this site had been received.

**All to Note**

**6. AOB**

Since the last meeting, Al Gordon had confirmed that he was withdrawing from the WG, although was happy to act as a consultant on IT issues. The WG regretted, but understood his decision and all members wished to record their thanks to him for his work, especially as an IT expert.

**7. NEXT MEETING**

26 Aug 25 at 7.00pm, Village Hall.

**All to Note**



## APPENDIX III TO THE AUGUST 2025 FC MINUTES

NHW Updated 11.08.25 MW

Specific to our earlier discussions these are the latest "official" NHW road signs (below). So, I would propose we order 22 off, (£132 + £5.55 p and p) which should give us enough for Urchfont and Wedhampton to cover entry roads into the villages and a few on the major thoroughfares, plus a couple of spares for " tractor damage ". I can order these direct with NHW and they are the latest approved format.

I contacted Jonathan Wildman regarding installation costs, he said he would come back with a cost when I give him more detail - it may be easier just to get a small group of PC's/volunteers plus me with a drill and do it ourselves?

The NHW website has various criteria and risk assessment information regarding the signage which they suggest we review, heights, locations etc. But my theory is that if the PC decide/agree where they want them, I can't imagine the utility companies will be too upset if we use their poles for example as we have done this before in the village I believe, but see below commentary from NHW)

I have also **now received** 150 window stickers (as below) - these are free of charge from the Wiltshire area NHW committee. I can put it on Urchfont Facebook Page and then villagers can just ask me or the members of the PC for them.

I would also like to order 100 of the "no cold caller" signs for villagers - these are not available from the Wiltshire area NHW committee so I would propose I get them direct from amazon - again to be distributed by myself and or PC alike - as in the picture below 100 stickers are £39.98

So we are currently looking for £137.55 plus £39.98 to get the ball rolling = £177.53, plus some help or a small team to put the road signs up.

I would suggest specifically for the road signs we can make a location proposal for 12 off just reviewing the best locations. There may be a need to discuss with the highways group and let me know.



### Pack of 50 window stickers with 'Today' logo

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A pack of 50 window stickers proudly showing our 'today' Neighbourhood Watch logo on the outside. Plain silver backing.

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1 x  
Neighbourhood  
Watch 'today'  
road sign (220 x  
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- Material: 3mm White Foamex (Foamalite Premium)
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- Print: Black/Yellow/Teal (Screen printed)



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sticker 100mm  
diameter self adhesive  
vinyl To indicate cold  
calling is not welcome  
(50)

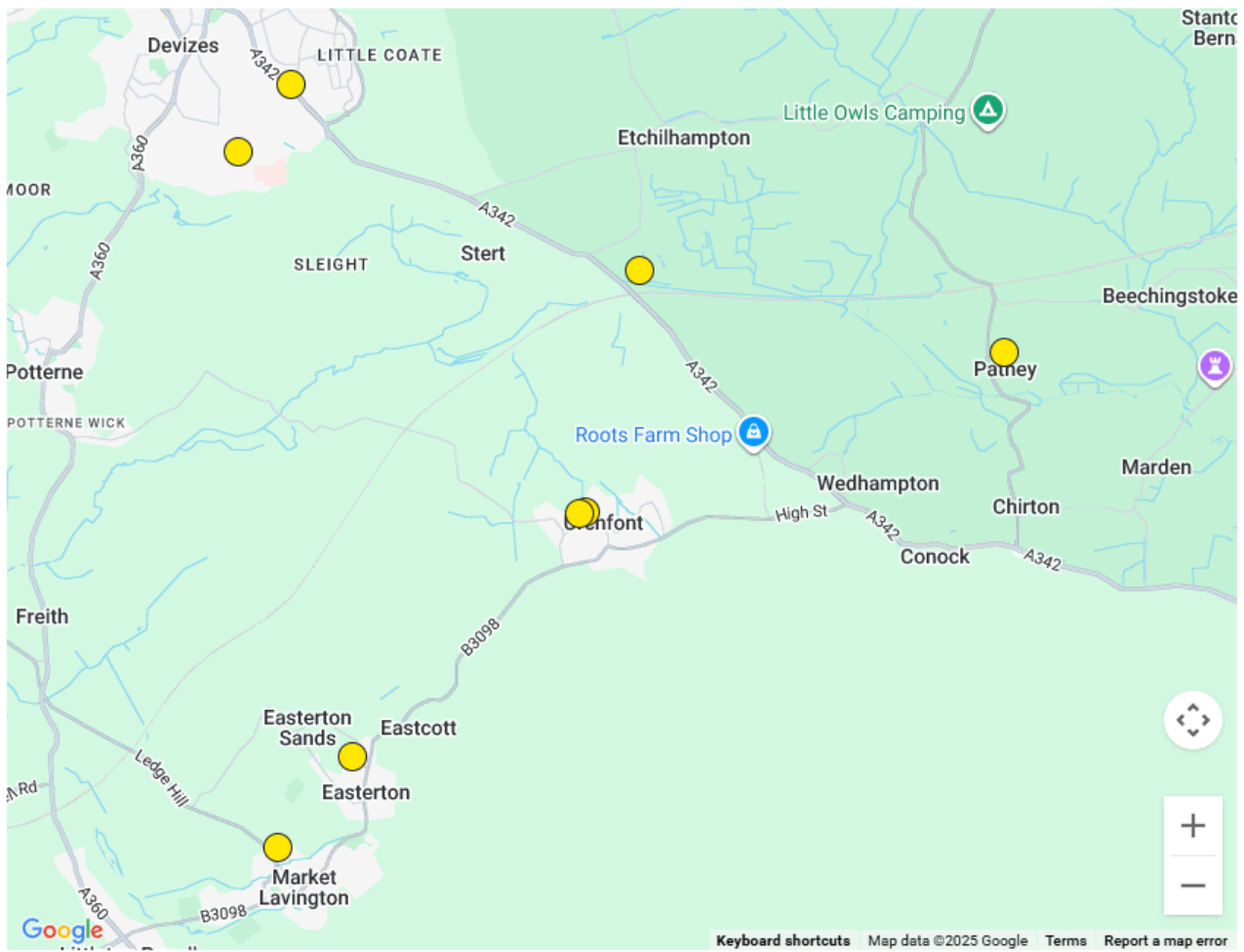
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Registered NHW Schemes (local)



From NHW Web site:

**Street signs are a great way of showing that your community cares about preventing crime.**

Each individual scheme is responsible for deciding where to hang signs and for putting up the signs securely and maintaining them. Sign Location and Fitting Formal planning permission should not be required to fit new signs which comply with the 1992 Town and Country Planning (Control of Advertisements) Regulations (see below).

You should, however, notify your local authority as to the location of each sign and ensure that any fixing equipment complies with their regulations. In some cases, the local police and/or your local area Association may have prior agreements with the local authority as to the type and fitting of each sign.

Generally, signs must not be illuminated, be at least 2.2 metres above street level but no higher than 3.6 metres above street level and ideally placed on concrete and steel lamp columns maintained by the local authority.

If a suitable place to fit a sign cannot be found, consideration may be given to placing in on a post, wall or fencing on private land. Written permission from the landowner is necessary before a sign can be erected in this way.

**Neighbourhood Watch street signs must NOT be placed on the following:**

- Any road traffic sign
- Any road traffic signal
- A telegraph, telephone and electricity columns (unless express permission from the company has been given).

**All recognised Neighbourhood Watch schemes following the above guidelines, in line with local policy, will be covered by Public Liability Insurance, free of charge.**

**Please note: We recommend everybody contacts their area Association before erecting any signs as there may be local variations to rules. Find their details [here](#).**

*Weight calculated at: 0.17kg*