



A Full Council meeting of Urchfont Parish Council will be held on WEDNESDAY 12th November 2025 from 7.00pm in the Village Hall (Conference Room)

Councillors are reminded of their duty to attend this meeting, and to consider their decisions in the light of the legislation on Discrimination, Crime and Disorder and Biodiversity. Members of the Public and Press are welcome to attend the meeting but are reminded that they have no legal right to speak throughout the meeting except during the Public Participation item on the agenda or when specifically invited to speak by the Chairman. Such participation will normally be limited to three minutes each unless extensions are granted at the discretion of the Chairman.

Alternatively, if you do not wish to attend any of the meetings in the Village Hall for whatever reason, you can submit an email representation to the Clerk on any issue or concern that you wish to have read out at any of the meetings on any of the agenda items below.

Bob Lunn

Clerk to the Council

Email: clerk@urchfont-pc.gov.uk

6th November 2025

AGENDA

A. INTRODUCTION

- 1. Welcome by the New Chair**
- 2. Apologies**
- 3. Demonstration of the new Raizer chair by 1st Responders**

B. PLANNING – See Separate Agenda

C. NOVEMBER FULL COUNCIL MEETING

- 1. Councillor Declarations of Interest**
- 2. Time set aside for Public Participation and External Reports**
- 3. Minutes of the Meeting of the Council held on 8th October 2025 – to approve**
- 4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 8th October 2025**
- 5. Finance**
 - i. Financial Statement and Bank Reconciliation as at 31st October 2025 – to review**
 - ii. Spend Items during October 2025 – to ratify**
 - iii. Budget proposal for Parish Tree Survey – to consider**
 - iv. Budget proposal to renovate Millenium Board – to consider**
 - v. Budget proposal regarding trees on Pond Green – to consider**

vi. Budget proposal for 2nd CFR 1st Responder kit (agreed in principle June 2025) – to consider

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

i. Clerks Report

ii. Councillor Reports

- **Emergency Hub**
- **Recruitment**
- **First Responders**
- **Urchfont Pond**

7. Lead Councillor Roles – to consider updates

8. Urchfont Parish Neighbourhood Plan – to receive update

9. Handrail requested to be installed on Bratchel's Lane – to receive an update.

10. Proposal to upgrade the triangle on Top Green – to receive an update.

11. Proposal to update UPC Use of Parish Land Policy – to receive an update.

12. New UPC website – to receive update

13. When to hold Parish Meeting in May 2026 – to consider

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

15. External Meetings

16. Other Reports from Councillors

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

Date of Next Meeting: Wednesday 10th December 2025 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO THE NOVEMBER 2025 FC AGENDA

i. Clerks Report

Financial Summary and bank reconciliation as at 31st October 2025 – These statements will be distributed to all councillors prior to the meeting. The accounts are in good order.

Unregistered Land alongside Yew Tree Cottage in The Bottom – I contacted the Estate Agent who brokered the sale, Straker's in Devizes. They responded that the unregistered land alongside the property had not been referenced in their sale documentation. They had no knowledge of any affidavit in this respect which may have been submitted by the previous owner, this would have been included in the legal sale paperwork undertaken by a solicitor. They were not able to provide me with details of the solicitor involved for GDPR reasons. I passed all of this information on to the Council solicitor (Alistair), but as I half expected his company was involved in this sale and cannot make any comment because of conflict of interest.

Gateway Signs for Crookwood Lane – These are on order, delivery awaited. A WP will be needed to install.

UPEG Insurance – awaiting further clarification from insurance company on whether cover is provided within UPC Policy.

Meeting Dates 2026 – All dates have been booked with the Village hall and published on notice boards.

Bob Lunn
Clerk to the Council

ii. Councillors Reports

Emergency Hub

The following notice will appear in the next edition of Redhorn News.

In a disaster or emergency situation, there may be widespread damage to utilities, buildings, trees and roads which could cause problems across the local area. Emergency services are likely to be dealing with life-threatening issues, so the local community will be the most immediate source of support and help for affected residents. Examples of such emergencies or major incidents could include:

- Long-term power outages
- Exceptional weather / flooding
- Fire affecting a number of properties
- Unexploded ordnance
- Serious road traffic accident
- Low-flying aircraft incident
- Chemical spillage

In such a situation, and when required, Urchfont Village Hall will be set up as an Emergency Hub to provide a safe gathering location for members of the community who need help and support. A team of volunteers called the Community Response Team, reporting to the Parish Council, will be on-hand to assist with the running of the Hub.

A small Steering Group comprising Urchfont Parish residents will be responsible for recruiting the Community Response Team and ensuring that all facilities and procedures are in place for activation of the Hub at short notice.

As a start point, the Village Hall has been fitted with a change-over switch to the electrical system to enable it to receive an external power supply from a generator in the event of a long-term power outage. The hall also has many of the facilities necessary to care for and support residents who are unable to go back to their homes, for whatever reason.

Plans to recruit the Community Response Team and equip the Village Hall are ongoing. Further information will be available on the Urchfont Parish Council website and in Redhorn in due course.

Cllr Andy Stephens

Recruitment

We still have three vacancies with the priority to replace Pam Moscrop to represent Wedhampton and with help of local parties there are a number of potential candidates being approached. This still needs a further two candidates to find so need to change our approach to encourage applicants plus personal recommendations.

First Responders

One of our new two First responders has completed her training so we should now order the second CFR kit as agreed in June council meeting. We will demonstrate the new Raizer chair (for carefully lifting fallen Patients) at the council meeting on 12th November 2026

Pond

The pond water quality is in good shape and unlikely to we will need to add water until the spring.

Cllr John Rotherford