

Minutes of the Meeting of Uffington Parish Council
Monday 9th September 2024 at 6.30 pm
At Thomas Hughes Memorial Hall

Present: Cllr Jenkins (SJ), Cllr Garwood (DG), Cllr Oberman (FO), Cllr Puddicombe (NP)

In Attendance: David Hatton (Clerk/RFO)

District Councillor: Cllr Caul

County Councillor:

Members of the Public: 5

Minute	ITEM 1 – APOLOGIES FOR ABSENCE	Action
166/24	Apologies were received from Cllr Oldnall (MO), Cllr Foxhall (KF) and Cllr Charles (RC).	
	ITEM 2 – DECLARATIONS OF INTEREST	
167/24	The were no interests to declare.	
	ITEM 3 – APPROVE AND SIGN THE MINUTES OF THE UFFINGTON PARISH COUNCIL MEETING HELD ON MONDAY 12TH AUGUST 2024.	
168/24	SJ advised that there were minimal comments relating to the resignation on J Evans and approval of a leaving gift. Clerk advised that a motion to transfer the Council’s accounting system had not been recorded. For both matters, see Item 174/24, below. . Minutes were accepted. Proposed DG. Seconded FO. RESOLVED.	
	ITEM 4 – CLERK’S REPORT	
169/24	The Clerk’s report was noted (see Appendix A).	
	ITEM 5 – COUNTY COUNCILLORS REPORT	
170/24	None.	
	ITEM 6 – DISTRICT COUNCILLOR REPORT	
171/24	None.	
	ITEM 7 – OPEN FORUM	
172/24	1) A presentation was given by representatives of the Wilts and Berks Canal Trust (‘the Trust’) detailing their plans for the restoration of Uffington Gorse to take place during September and coming years. Notices of woodland closures will be placed in advance of any works. The council expressed its support of the ongoing and future works planned and thanked the representatives for the presentation. The Trust confirmed that their Management Plan would be forwarded for formal endorsement shortly. The Council was advised that it will be consulted on planning applications where relevant.	

	<p>2) Mr P White gave an update on plans for a Table Tennis Club being created and to be held at the THMH. He enquired regarding financial support from the Council and was advised to submit a grant application.</p> <p>3) The matter of the current bus service review was discussed and it was agreed that there was support for both the UBW minibus and the public service (68). It was agreed that a higher level of promotion would be beneficial in both cases and the Council will respond to OCC with suggestions.</p>	SJ
	ITEM 8 – PLANNING MATTERS	
173/24	<p>1) New applications to be considered. NONE.</p> <p>2) To consider new applications since the publication of the agenda – NONE.</p> <p>3) Update of existing applications:</p> <p>a) P22/V2630/NM, Moor Mill Farm, Uffington. Amended Plans. Awaiting Determination. NO CHANGE.</p> <p>b) P24/V1460/PIP, Land East of Fernham Road. Permission in Principle application for new self-build dwelling, access and parking for existing allotment. REFUSED.</p> <p>4) Woolstone Road Development. Following the residents' responses received to the enquiries made by the Council, it was agreed to respond, with reference to the approved planning conditions where relevant. SJ to draft.</p>	SJ
	ITEM 9 – FINANCIAL MATTERS	
174/24	<p>1) Approve August payments. Proposed SJ. Seconded NP. Approved. RESOLVED. SJ to authorise payments.</p> <p>2) J Evans. A public Vote of Thanks was made to Julia Evans for her 9 years of service to the Council as Clerk and RFO. A retrospective motion was made for a gift card value £50.00. Proposed DG. Seconded FO. Approved. RESOLVED.</p> <p>3) Discussion following enquires relating to appointing a new internal auditor. Motion to appoint Jane Olds. Proposed FO. Seconded SJ. Approved. RESOLVED. Clerk to complete Letter of Engagement.</p> <p>4) Discussion relating to the future proposed increase in OALC membership. Motion to accept increase. Proposed SJ. Seconded DG. Approved. RESOLVED.</p> <p>5) Discussion relating to Heyzine (ebook) subscription. Motion to purchase an annual subscription. Proposed SJ. Seconded DG. Approved. RESOLVED. Clerk to arrange subscription.</p> <p>6) Motion to transfer the accounting software to Scribe from Rialtas (see 168/24). Proposed SJ. Seconded NP. Approved. RESOLVED.</p>	<p>SJ</p> <p>Clerk</p> <p>Clerk</p>
	ITEM 10 – POLICIES/PROCEDURES	
175/24	<p>1) Roles and Responsibilities. Ongoing.</p> <p>2) Code of Conduct. Motion to adopt. Proposed FO. Seconded DG. Approved. Resolved. Clerk to update website.</p> <p>3) Lone Working Policy. Discussion as a new policy noting the Clerk as an employee. SJ advised that further investigation was required in relation to existing policy cross referencing. SJ to investigate and policy to be</p>	<p>Clerk</p> <p>SJ</p>

	represented at future council meeting.	
	ITEM 11 – JUBILEE FIELD	
176/24	<p>1) Inspections. Inspection has shown a high level of lateral movement on the SpaceNet when being used. Advice has been sought from KOMPAN. FO to update when a response is provided.</p> <p>2) Seating Area (South). Seat has been ordered. Installation of the base is due to commence this month. Motion to approve a total project cost of circa £1,800.00 (seat/base). Proposed DG. Seconded SJ. Approved. RESOLVED.</p> <p>3) Seating Area (East). Discussion relating to possible repair options. Motion to replace with new bench, on the existing concrete base, matching South Seating area. Proposed SJ. Seconded NP. Approved. RESOLVED. Clerk to order new bench.</p> <p>4) Vitaplay. Discussion following meeting relating to repairs and quotation for the area around the roundabout as required in the RoSPA report. Motion to award the contract to Vitaplay. Proposed SJ. Seconded DG. Approved. RESOLVED. Clerk to instruct Vitaplay to conduct repair.</p> <p>5) Applications to use the field. NONE.</p> <p>It was noted that the dates for the 'Feast' Funfair 2025 would be in the week commencing 2nd September.</p>	<p>FO</p> <p>Clerk</p> <p>Clerk</p>
	ITEM 12 – OSR	
177/24	5 Year Survey. RC advised in his absence that the survey was conducted 31 st August 2024 and was awaiting the report.	
	ITEM 13 – ALLOTMENTS	
178/24	<p>1) Parking Provisions. NP advised that he had met with B Godsell (Allotment Association Chair) and G Walker (village maintenance contractor) to discuss options relating to surface reinforcement, gradient reductions and perimeter markings. Awaiting details. Council requested NP to obtain a further quote for comparison.</p> <p>2) Allotment Rental. Motion to keep the rentals fees at the current level of £25.00/£12.50. Proposed DG. Seconded FO. Approved. RESOLVED. Clerk to issue 2024/5 tenancy agreements.</p> <p>It was noted that there are a number of repairs that will possibly need conducting during the remainder of the financial year (fencing/stile).</p>	<p>NP</p> <p>Clerk</p>
	ITEM 14 – VILLAGE MAINTENANCE	
179/24	<p>1) Sport Club Maintenance Quotation. Ongoing.</p> <p>2) Winter Salt Requirements. Both bins are full. Clerk to advise OCC of a nil requirement.</p>	<p>Clerk</p> <p>Clerk</p>
	ITEM 15 – GENERAL	
180/24	<p>1) Village Shop – no update, awaiting correspondence from relevant parties as required.</p> <p>2) Defibrillator Training. DG advised that he is looking for a date where the trainers and the THMH are available.</p> <p>3) Highways Engagement Team. It was agreed that the Council requires a policy providing the qualification requirements of any request to be considered further, and whether a financial contribution should be</p>	<p>DG</p> <p>Clerk</p>

	requested. In the matter relating to speeding on the 'No Named Road', Clerk to contact neighbouring Council for information on the process. 4) Signage. It was agreed that the Council would only consider requests for signs of any kind where they are located on Council owned land.	
	ITEM 16 – MATTERS FOR THE OCTOBER 2024 AGENDA	
181/24	To be received by the Clerk no later than 1 st October 2024.	
	ITEM 19 – DATE OF NEXT MEETING	
182/24	The next meeting will be held on Monday 14 th October 2024 at 6.30pm, to be held at the Thomas Hughes Memorial Hall (Small Hall). It was noted that this would be the last meeting of SJ as a member of Uffington Parish Council. SJ thanked the Council for their support during his time in Office. NP gave a public note of thanks to SJ with reference to his contributions both officially and voluntary.	

The meeting closed at 8.40pm

Appendix A: Clerk's Report

Appendix B: Payments made

Appendix A

Clerks Report for the Uffington Parish Council Monthly Meeting 9th September 2024

I am pleased to be able to report the following;

New 'No Dogs' signs as recommended in the RoSPA report for the playground have been installed on all entrances.

In response to correspondence requesting support of a Call-in to the Secretary of State regarding the proposed development of Wicklesham Quarry, correspondence has been sent to Mr C Maynard MP and Mr O Glover MP in support of this.

A successful transfer of the UMT to the Scribe accounting system has been completed.

Planning updates for the applications under appeal within the Parish of Baulking have been removed from the agenda until such time that updates are available (155/24).

As of 17th August 2024, D Hatton (Clerk) has taken on the role of Responsible Finance Officer and will conduct all relevant matters going forward, bank control will be conducted by Cllr Jenkins and Cllr Oldnall until the necessary amendment to the mandate have been conducted (156/24).

Transfer of the Rialtas Accounting Software to the laptop has been completed (156/24).

A Notice of Termination of the Rialtas contract has been sent (156/24).

A request has been made to OCC Highways regarding the dropped kerb access between Patricks Orchard and Upper Common. Due to the location responsibility this has been forward internally at the Highways department (163/24).

A poster to gather information regarding interest in becoming a Parish Councillor has been produced and published, this has generated a number of enquiries from parish residents (163/24).

Posters have been published in preparation for the Digital Café taking place on Thursday 12th September (110/24).

Local Government Transparency Code 2015

Appendix B – Payments Made

Membership	Wilts and Berks Canal Trust	£20.00
Website/Email Hosting	IONOS	£27.00
Salaries		£744.17
Training	OALC	£60.00
Software Licence (Microsoft)	Argos	£49.99
‘No Dog Signs’	Red Sky Creative	£36.00
		<hr/>
Total		£937.16