

UPTON SCUDAMORE PARISH COUNCIL

Clerk: Rebecca Hathaway-White

Pembroke Farm, The High Street, Tilshead, Wiltshire, SP3 4RX

Tel: 07802 679457

Email: uptonscudamorepc@gmail.com

**Annual Meeting of Upton Scudamore Parish Council
to be held at St Mary's Church on Tuesday 6th May 2025 at 7.30pm**

All Parish Council Meetings are open to the Public and Press.

30th April 2025

To All Members of Upton Scudamore Parish Council

Dear Councillor

You are summoned to the Annual Meeting of Upton Scudamore Parish Council to be held at St Mary's Church, Upton Scudamore Tuesday 6th May 2025 at 7.30pm to transact the business set out below.



Rebecca Hathaway-White
Parish Clerk

MEETING SCHEDULE

7.00pm

Public Participation

To enable members of the public to address the Council regarding matters relating to the village.

COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman and Vice Chairman to sign their Declaration of Acceptance of Office.**
- 4. Acceptance of apologies for absence.**
- 5. To approve** as a correct record, the minutes of the Council meeting held on 15th April 2025, copies of these minutes have been circulated.
- 6. Dispensations and declarations of interest** Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.

7. Exclusion of the press and public. Standing Order #3d

8. Planning decision for noting.

Application Ref: PL/2024/10894 - Full Planning Permission

Address: Thoulstone Park, Thoulstone, Chapmanslade, BA13 4AQ

Proposal: Creation of a natural burial area within a small section of the meadow for natural burials and cremated remains interments, with a commitment to preserving the rural aesthetics and natural environment. Graves will be unmarked and recorded through GPS and ground measurement.

Decision: Approve with Conditions.

Application Link: [Planning Application: PL/2024/10894](#)

The following was responded 'no comment – no meeting held'

Application Ref: PL/2025/01751 - Full Planning Permission

Address: Thoulstone Park. Thoulstone, Chapmanslade, BA13 4AQ

Proposal: Creation of a linear roped course including the addition of fencing to create a secure boundary.

Application Link: [Planning Application: PL/2025/01751](#)

9. Roles and Responsibilities. Members to make decision on roles and responsibilities for the next 12 months.

10. Accounts for Payment LGA 1972 s150 (5)

Council is asked to ratify the payments made, approve the current payments listed and to authorise the Clerk to make the payments via Online Banking.

Payments for ratification

| | |
|--------------------------|---------|
| Employment costs (April) | £226.08 |
| WALC | £141.46 |
| Auditing Solutions | £240.00 |

11. Approval and signing-off of parish accounts for the month ending 30th April 2025

Council is requested to approve the accounts as previously circulated.

12. Banking Signatories. Council to confirm the removal of Carolyn Pollard and the addition of new signatories.

13. Internet Banking. Council to discuss and make decision on the Clerk continuing to make sole internet online payments to the value of £500.00 each payment. Please note Bank mandate is for two to sign, the internet online banking payments is for the sole input and authorise payments, i.e., the Clerk.

Council to authorise the continuation of internet banking as per Financial Regulations 6.10, 6.15, 6.16 and 6.17.

14. List of regular payments 2025/2026.

Council to consider approval of the list of regular payments. These may be made prior to meetings and included in the next meeting agenda for ratification, as per Financial Regulation 5.6.

15. Upton Scudamore Parish Council Code of Conduct attached for Council to note and adopt.

16. Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to

meeting for members perusal. The documents will be taken as read.

Council to approve and adopt the Standing Orders and Financial Regulations.

17. Appointment of Internal and External Auditors.

Council to approve that the Internal Auditor, Auditing Solutions Ltd of Clackerbrook Farm, 46 The Common, Bromham, Chippenham is currently selling the business as a going concern. Other options are Heelis and Lodge www.heelisandlodge.co.uk whose fees would be £130 or PATAS www.patasa.co.uk whose fees are to be confirmed.

Council to approve that the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. Council to note PKF Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations.

18. Asset register. Council to consider and approve the inventory of assets as forwarded.

19. Council to note when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council. Any monies received from the disposal to be noted on the asset register.

20. Council to note the minimum value of assets to be recorded on the inventory of assets Register is £50.00.

21. Council Insurance and its renewal.

The Council is currently insured with Zurich, which expires 31 May 2025. The long term agreement expires on the 31 May 2027. The Clerk has not yet received the renewal quote.

Council to consider formally whether all assets should be included on the Council's insurance schedule or some be regarded as "self-insured" (i.e., the Council would underwrite any loss rather than claim on the insurer)?

Council to consider the Insurance policy renewal and confirm if the cover is adequate for the Council and its assets.

22. Child Safety Signs. Council is asked to discuss looking into putting up signs warning that children and animals might be on the road on the C350.

23. LHFIG Form. Councillors are asked to consider completing an LHFIG form explaining the issue of people parking on the corner by the pub which makes leaving the junction dangerous for other road users and asking them to provide possible solutions.

24. Wessex Water Environment Fund. Council is asked to consider if they would like to apply for a grant. This programme supports charitable and community-led initiatives that improve local biodiversity or have a positive impact on the environment for the benefit of local people, with grants of up to £2,000.

25. Business Risk Management Register. Circulated prior to meeting for members perusal. The document will be taken as read.

Council to approve and adopt the Business Risk Management Register

26. Update on Items from previous meetings, to include: -

- i) **Dropped kerbs (LHFIG ref 17-23-22)** – Works completed, await invoice.
- ii) **Finger post directional sign and village name signs.** Clerk chasing WC.
- iii) **Raised road gullies.**
- iv) **Other updates.**

27. Correspondence. Clerk to advise.

28. Partnership Meetings to consider attending: -

- i) Warminster Area Board – 20 May 2025
- ii) LHFIG – 11th June 2025

29. Date of next meeting.

Council is asked to note that the next meeting of the Council will be held on Tuesday 5th August 2025 at 7.00pm.

The minutes of this meeting will be available to all members of the public from the village website www.uptonscudamore.org.uk or by contacting the Parish Clerk.