

UPTON SCUDAMORE PARISH COUNCIL

Minutes of the Annual Meeting of Upton Scudamore Parish Council Held at St Mary's Church on Tuesday 6th May 2025 at 7:30 p.m.

Present: Councillors

Lesley Welch (Chair), Malcolm Pryor (Vice Chair), Chris Allinson, Jane Faulkner and Steve Foot.

In attendance: Rebecca Hathaway-White (Parish Clerk)

Public Participation

None

Meeting commenced at 8:00 pm.

25/1 Election of Chairperson. Cllr Welch was prepared to continue, Cllr Foot proposed Cllr Welch, seconded Cllr Allinson, voting unanimous in favour. Cllr Welch took the Chair.

25/2 Election of Vice Chairperson. Cllr Pryor had put himself forward, Cllr Welch proposed Cllr Pryor seconded Cllr Foot, voting unanimous in favour.

25/3 Chairperson and Vice Chairperson signed their Declaration of Acceptance of Office.

25/4 Acceptance of apologies for absence. Resolved: None.

25/5 Minutes. The minutes of the Extra Ordinary Council meeting held on 15th April 2025 were approved as a true record and signed by the Chair.

25/6 Dispensations and Declarations of interest. Resolved: None

25/7 Exclusion of the press and public Standing Order #3d Resolved: None

25/8 Consultations on planning applications. (Please note: in planning matters the Parish Council acts as consultee of the Principal Authority, the Principal Authority being the deciding Body)

Planning decisions from Wiltshire Council

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](#)

Planning Application – 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](#)

25/9 Roles and Responsibilities. Resolved: Cllr Allinson – Defibrillator, Cllr Faulkner – Youth and Police liaison, Cllr Foot Parish Steward liaison, Cllr Pryor winter weather, assets and LHFIF representative, Cllr Welch – planning.

25/10 Accounts for Payment LGA 1972 s150 (5)

Resolved: Council resolved to ratify and the payments as listed, authorising the Clerk to make the payments via Online Banking.

Payments for ratification

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

25/11 Approval and signing-off of Parish Accounts for year ending 31 March 2025 and month ended 30th April 2025.

As previously circulated, along with year to date spend against budget for year 31 March 2025 and month 30 April 2025. The clerk reported Bank balances as at 30 April 2024:-

Current account	£ 7229.30
Savings account	<u>£ 2782.51</u>
	£ 10,011.81

Resolved: Councillors resolved to approve the accounts. The Clerk and Chair signed the accounts.

Councillors have reviewed the Parish Council financial transactions for April 2025 and found them to be accurate.

25/12 Banking Signatories. Resolved: Councillors resolved to keep Cllr Faulkner, Cllr Pryor and Cllr Welch as signatories.

25/13 Internet Banking. (Financial Regulations 6.10, 6.15, 6.16 and 6.17 refers)

Resolved: Council resolved to approve a limit of £500.00 for payments made via Internet Banking solely by the Clerk provided the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and any payments are reported to council at the time and at the next meeting. The approval of the use of Internet Banking shall be renewed by resolution of the Parish Council every year.

25/14 List of regular payments 2025/2026

Resolved: Council resolved to approve 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.

25/15 Upton Scudamore Council Code of Conduct. Resolved: Clerk circulated both the current code of conduct and the LGA template code of conduct. Councillors discussed and resolved adopt the current code of conduct.

25/16 Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to meeting for members perusal. The documents were taken as read. The Clerk noted that the standing orders are not the most recent version so will represent these to Council at a later date. **Resolved:** Councillors resolved to approve and adopt the current Standing Orders and Financial Regulations and will add the new Standing Orders to a future meeting for adoption.

25/17 Appointment of Internal and External Auditors.

Resolved: Council noted that Auditing Solutions Ltd are currently selling the business as a going concern and will consider Heelis and Lodge and PATAS. Councillors resolved to defer appointing an internal auditor until August.

Resolved: Council resolved that PFK Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Council noted that PKF Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations.

25/18 Asset Register. Resolved: Council resolved to approve the inventory of assets as forwarded with no additions.

25/19 Council noted that 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.

25/20 Council noted that the minimum value of assets recorded on the inventory of assets register is £50.00.

25/21 Council Insurance and its renewal.

Council noted the Council is currently insured directly with Zurich. The annual renewal premium was quoted at £263.91 due on 1st June 2025, the long-term agreement expires on the 31 May 2027. **Councillors resolved** to accept the renewal quote.

Council approved assets valued at below the Insurance excess level will be regarded as “self-insured” (i.e., the Council would underwrite any loss rather than claim on the insurer).

Council resolved to approve the Insurance policy renewal and the cover is adequate for the Council and its assets.

25/22 Child Safety Signs. Resolved: Council resolved to complete LHFIG forms to raise concerns about the speeding along the C350 and the risk to children, horse riders etc and ask Highways to look at the area and see if there are any solutions they can suggest. Cllr Pryor to action.

25/23 LHFIG Form. Resolved: Council resolved to complete an LHFIG form to raise concerns regarding people parking on the corner by the pub which makes negotiating the junction dangerous for other users, asking them to consider the area and provide possible solutions. Cllr Pryor to action.

25/24 Wessex Water Environment Fund. Resolved: Council considered the grant and resolved not to apply.

25/25 Business Risk Management Register. Resolved: Council resolved to approve and adopt the Business Risk Management Register with one amendment made. Clerk to action.

25/26 Update on Items from previous meetings to include:-

- i) Dropped kerbs (LHFIG ref 17-23-22)** – Complete remove from agenda
- ii) Finger post directional sign and village name signs.** – Clerk to chase the signs missing are at Milliards Farm and the Flyover. Bill Parks has also chased.
- iii) Raised road gullies** – A team has come out to do repairs, will have to wait until we have heavy rain to see if it has resolved the issue.
- iv) Parish Steward** – He has hired a special machine to concentrate on removing moss from pavements and cut back growth around village signage. Councillors encourage residents to report any maintenance issues via the My Wiltshire app.

25/27 Correspondence – None

25/28 Partnership Meetings to consider attending:-

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

25/29 Date of next meeting.

The next meeting of the Council will be held on Tuesday 5th August 2025 at 7.00pm at St Mary’s Church.

The meeting closed at 8:36pm

Approved by the Council as a true record.

Signed Dated

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