

# UPTON SCUDAMORE PARISH COUNCIL

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**Annual Meeting of Upton Scudamore Parish Council  
to be held at St Mary's Church on Tuesday 5<sup>th</sup> August 2025 at 7.30pm**

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

**30<sup>th</sup> July 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 5<sup>th</sup> August 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. Acceptance of apologies for absence.**
- 2. To approve** as a correct record, the minutes of the Council meeting held on 6<sup>th</sup> May 2025, copies of these minutes have been circulated.
- 3. 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.
- 4. Exclusion of the press and public.** [Standing Order #3d](#)
- 5. 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 Applications Received

**Application Ref: PL/2025/06203** - Full Planning Permission

**Address:** Temple Farm, Upton Scudamore, Warminster, BA12 0AQ

**Proposal:** Change of use from a C2 residential care home back to a C3 dwelling.

**Respond By:** 28 August 2025

**Application Link:** <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ30000Fc4ef>

## Planning Applications for Noting – responded ‘no comment, no meeting held’

**Application Ref: PL/2025/03515** - Full Planning Permission

**Address:** Thoulstone Park, Thoulstone, Chapmanslade, Wilts

**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.

**Respond By:** 05 June 2025

**Application Link:** <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000Dd5tB>

## Planning decisions for noting.

**Application Ref: PL/2025/02537** - Removal or Variation of a Condition

**Address:** Land to the south of The Old Rectory, Upton Scudamore, Warminster, BA12 0AH

**Proposal:** Variation of condition 2 (approved plans) on PL/2023/05634 to allow for design changes to the erection of a building for the purposes of agricultural storage

**Decision Date:** 15 May 2025 **Decision:** Approve with Conditions

**Application Link:** <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000DjNtI>

**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 (partially retrospective)

**Decision Date:** 18 June 2025 **Decision:** Approve with Conditions

**Application Link:** <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000Cxfi>

**Application Ref: PL/2025/03515** - Full Planning Permission

**Address:** Thoulstone Park, Thoulstone, Chapmanslade, Wilts **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.

**Date:** 26 June 2025 **Decision:** Approve with Conditions

**Application Link:** <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000Dd5tB>

**Application Ref: PL/2025/03916** - Prior Notification - Agricultural Road  
**Address:** The Old Rectory, Upton Scudamore, Warminster, Wilts, BA12 0AH  
**Proposal:** Proposed road  
**Date:** 27 May 2025 **Decision:** Prior Approval Refused  
**Application Link:** <https://development.wiltshire.gov.uk/pr/s/planning/application/a0iQ300000Dqr7B>

**Application Ref: PL/2025/05765** - Lawful Development Certificate for an Proposed Use  
**Address:** ASPEN, 36A, UPTON SCUDAMORE, WARMINSTER, BA12 0AQ  
**Proposal:** Certificate of lawfulness for the construction of garden office studio  
**Decision Date:** 24 July 2025 **Decision:** Approve  
**Application Link:** <https://development.wiltshire.gov.uk/pr/s/planning/application/a0iQ300000FH5Nd>

**6. Tree Survey. Councillors to agree** to £180 + VAT for a tree survey done by WRC Tree Surgery. Booked in for Monday 18<sup>th</sup> August 2025.

**7. 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 (June)	£226.08
Employment costs (July)	£226.08
Employment costs (August)	£226.08
Church Hire	£64

**8. Approval and signing-off of parish accounts for the month ending 31<sup>st</sup> July 2025**

Council is requested to approve the accounts as previously circulated.

**9. 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, no further update has been received on this. Other options are Heelis and Lodge [www.heelisandlodge.co.uk](http://www.heelisandlodge.co.uk) or [www.patas.co.uk](http://www.patas.co.uk).

**10. Website. Councillors are asked to consider** the implementation of a new .gov.uk website including .gov.uk for councillors in line with new legislation.

**11. Facebook Page. Councillors are asked to consider** allowing the Clerk to create an Upton Scudamore Parish Council Facebook page for sharing information such as road closures on.

**12. Winter Preparations.** Upton Scudamore currently have grit bins in the following locations, Councillors are asked to discuss whether or not they'd like to consider relocating one.

Upton Scudamore	US 1	Halfway main road into village
Upton Scudamore	US 2	Opp church
Upton Scudamore		Halfway cottages

**13. Defibrillator Training**

**14. Resilience Plan. Councillors are asked to review** the resilience plan.

**15. Bobby Van Visits**

**16. Bonfires. Council is asked to discuss** nuisance bonfires within the village.

**17. Standing Orders and Financial Regulations.** Based on NALC model regulations circulated prior to meeting for Council perusal. The documents will be taken as read.

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

**18. Procedure for the Co-Option of Councillors. Councillors are asked to review** and approve the Procedure for the Co-Option of Councillors, previously circulated.

**19. Disciplinary and Grievance Policy. Councillors are asked to review** and approve the Disciplinary and Grievance Policy, previously circulated.

**20. Complaints Procedure. Councillors are asked to review** and approve the Complaints Procedure, previously circulated.

**21. Data Protection Policy. Councillors are asked** to review and approve the Data Protection Policy, previously circulated.

**22. Health and Safety Policy. Councillors are asked** to review and approve the Health and Safety Policy, previously circulated.

**23. Freedom of Information Publication Scheme. Councillors are asked** to review and approve the Freedom of Information Publication Scheme, previously circulated.

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

- i) Finger post directional sign and village name signs.**
- ii) Raised road gullies**
- iii) Parish Steward**
- iv) LHFIG - Child Safety Signs**
- v) LHFIG – Parking on the corner**

**25. Partnership Meetings to consider attending: -**

**26. Date of next meeting.**

Council is asked to note that the next meeting of the Council will be held on Tuesday 4<sup>th</sup> November 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](http://www.uptonscudamore.org.uk) or by contacting the Parish Clerk.