

# UPTON SCUDAMORE PARISH COUNCIL

## Minutes of the Annual Meeting of Upton Scudamore Parish Council Held at St Mary's Church on Tuesday 5<sup>th</sup> August 2025 at 7:30 p.m.

### **Present: Councillors**

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

**In attendance:** Rebecca Hathaway-White (Parish Clerk)

### **Public Participation**

John Pollard (USCA) informed the meeting that a Rounders match is to be held on Friday 5th September at 5pm on the field behind The Grange. Hopefully it will be well attended.

**Meeting commenced at 7.30 pm.**

**25/29 Acceptance of apologies for absence. Resolved:** Jane Faulkner

**25/30 Minutes.** The minutes of the meeting held on 6<sup>th</sup> May 2025 were approved as a true record and signed by the Chair.

**25/31 Dispensations and Declarations of interest. Resolved:** None

**25/32 Exclusion of the press and public Standing Order #3d Resolved:** None

**25/33 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)

**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/aOiQ30000Fc4ef>

**Resolved:** Councillors resolved to approve this application.

**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/a0iQ300000CxBFi>

**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>

**25/34 Tree Survey. Resolved:** Councillors resolved to pay £180+ VAT for a tree survey by WRC Tree Surgery, booked in for Monday the 18<sup>th</sup> August 2025.

**25/35 Accounts for Payment LGA 1972 s150 (5)**

**Resolved:** Council resolved to ratify the payments as listed, the Clerk made the payments via Online Banking. Two signatories checked and signed the invoices.

**Payments for ratification**

Employment costs (June)	£226.08
Employment costs (July)	£226.08
Employment costs (August)	£226.08
Church Hire	£64.00
Community First (Insurance)	£263.91
ICO	£47

**25/36 Approval and signing-off of Parish Accounts for month ending 31<sup>st</sup> July 2025.**

As previously circulated, along with year to date spend against budget for the month ending 31<sup>st</sup> July 2025. The clerk reported Bank balances as at 31<sup>st</sup> August 2025:-

Current account	£ 129.69
Savings account	<u>£ 8,466.89</u>
	<b>£ 8596.58</b>

**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, the Chairman signed the bank statements.

**25/37 Appointment of Internal Auditors. Resolved:** Councillors resolved to instruct PATAS to do the internal audit as the clerk has previously used them for other councils.

**25/38 Website. Resolved:** Councillors considered the quote previously circulated and resolved to get more quotes. Clerk to add to the next agenda.

**25/39 Facebook Page. Resolved:** Councillors resolved to defer until November. Clerk to add to next agenda. Clerk to look into what measures the Parish Council would have to put in place to use email distribution for updates and news.

**25/40 Winter Preparations. Resolved:** Councillors resolved to request that Wiltshire Council move the smaller grit bin at Halfway Cottages to the Village Green.

**25/41 Defibrillator Training. Resolved:** Councillors resolved to defer until the Spring.

**25/42 Resilience Plan. Resolved:** Councillors resolved to change the contact details on the resilience plan adding Lesley Welch, Malcolm Pryor and Chris Allinson as the contacts for the Church. Councillors resolved to approve and adopt the updated resilience plan.

**25/43 Bobby Van. Resolved:** Councillors resolved to defer, clerk to add to February agenda.

**25/44 Bonfires. Resolved:** Councillors resolved to keep a log of the nuisance bonfires within the village. If it continues to be an issue Councillors resolved to send a formal letter from the Parish Council to the owner of the property.

**25/45 Standing Orders and Financial Regulations. Resolved:** Councillors resolved to approve and adopt the Standing Orders and Financial Regulations previously circulated.

**25/46 Procedure for the Co-Option of Councillors. Resolved:** Councillors resolved to approve and adopt the Procedure for the Co-Option of Councillors previously circulated.

**25/47 Disciplinary and Grievance Policy. Resolved:** Councillors resolved to approved and adopt the Disciplinary and Grievance Policy, previously circulated.

**25/48 Complaints Procedure. Resolved:** Councillors resolved to approve and adopt the Complaints Procedure, previously circulated.

**25/49 Data Protection Policy. Resolved:** Councillors resolved to approve and adopt the Data Protection Policy, previously circulated.

**25/50 Health and Safety Policy. Resolved:** Councillors resolved to approve and adopt the Health and Safety Policy, previously circulated.

**25/51 Freedom of Information Publication Scheme. Resolved:** Councillors resolved to approve and adopt the Freedom of Information Publication Scheme, previously circulated.

**25/52 Update on Items from previous meetings to include:-**

- i) Finger Post Directional Sign and Village Name Signs** – Highways have raised a new work order
- ii) Raised Road Gullies** – Take off the agenda
- iii) Parish Steward** – We’ve had visits from the Parish Steward in both June and July. There will be no visit in August. Some pothole repairs have been done. Weeds sprayed over the bypass and railway bridge. Requested that they do the footpath however they are not allowed. Nigel Linge is a volunteer and has kindly cleared the footpath USCU 10. Clerk to send a formal thank you from the Parish Council for his time.
- iv) LHFIG** – Child Safety Signs are on the agenda and someone from Highways will come and have a look. The HGV signs will be re-costed for the New Year. LHFIG have offered to do a metro count at no cost to the Parish Council. All Councillors resolved to accept this offer.
- v) Born Adventurers Festival** – Jess sent a thank you to the Parish Council to be shared with local residents.

*‘I just wanted to say a heartfelt thank you to the local residents that joined us at the festival this weekend. We hope everyone enjoyed themselves.  
As you know, we aim to bring the families of the local community together - and welcome any feedback from your parish and residents on how we can better do this.  
We've already had applications from local traders and suppliers for future events - please encourage Upton Scudamore residents to get in touch if there is anything they would like to be involved with - we'd love to hear from them.’*

**25/53 Partnership Meetings to consider attending:-**

**25/54 Date of next meeting.**

The next meeting of the Council will be held on Tuesday 4<sup>th</sup> November 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.