

UPTON SCUDAMORE PARISH COUNCIL

Clerk: Rebecca Hathaway-White

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

Tel: 07802 679457

Email: uptonscudamorepc@gmail.com

**Meeting of Upton Scudamore Parish Council
to be held at St Mary's Church on Tuesday 4th November 2025 at 7.00pm**

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

29th October 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 4th November 2025 at 7pm 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 5th August 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 None](#)
- 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

Reference:	PL/2025/07687 - Full planning permission
Site Location:	THE OLD RECTORY, UPTON SCUDAMORE, WARMINSTER, BA12 0AH
Proposal:	Creation of a private track within the curilage of the Old Rectory. The purpose of the track is to allow transport of biomass pellets from the store to the plant room. The store is located in the lower field, the plant room is behind the Old Rectory. The track will have a total area of 440 square metres and will pass through the field on the eastern side of the property.
Officer Name:	David Cox
Respond By:	31 October 2025

Planning decisions for noting.

Reference:	PL/2025/06203 - Full planning permission
Site Location:	Temple Farm, Upton Scudamore, Warminster, BA12 0AQ
Proposal:	Change of use from a C2 residential care home back to a C3 dwelling.
Officer Name:	Verity Giles-Franklin
Decision Date:	8 September 2025
Decision:	Approve with Conditions

- 6. Clerk Back Pay. Councillors are asked to agree** to the Clerks back pay, dated from 1st April 2025 due to the recently released NALC payscales. The Clerk is currently on pay scale 11 which has increased from £14.13 per an hour to £14.59 per hour, an increase of 0.46 pence per hour. 16 hours a month for 7 months making a total of £51.52 in back pay to be included with October's salary.
- 7. Tree Survey. Councillors are asked** to discuss the recent tree survey completed by Wessex Rural Crafts. Previously circulated. The Clerk has sought three quotes for the work that has been advised.

Company	Detail of Work Quoted	Price
ACER Tree Surgeons	G001 (Prunus) – Localise pruning of branches encroaching on the road. G002 (Cherry) – Reduce lowest laterals growing over hornbeam to provide one meter clearance. 1 G003 (Beech x 3) – Strip all ivy from base to 50cm above unions. Crown lift to 5.2 m for highway clearance. T001 (Horse Chestnut) – Sever ivy at base. Crown lift to 3 m for pedestrian clearance. Crown lift to 5.2 m for highway clearance. Remove deadwood greater than 25mm. T004 (Sycamore) – Repollard. Stems greater than 75mm at base should be cut to leave a one-meter stub.	£990 + VAT = £1188
Wessex Rural Crafts	Undertake recommendations of ground-based tree safety survey of all Upton Scudamore PC tree stock. G001 Prunus group- Localise pruning of branches encroaching on the road. G002 Cherry- Reduce lowest laterals	£840 + VAT

	growing over hornbeam to provide one metre clearance. G003 Beech x3- Strip all ivy from base to 50cm above unions to improve view of stems in future inspections. Crown lift to 5.2 m for highway clearance. Remove deadwood- greater than 25 mm. T001- Horse Chestnut- Sever ivy at base. Crown lift to 3 m for pedestrian clearance. Crown lift to 5.2 m for highway clearance. Remove deadwood- greater than 25 mm. T004- Sycamore- Repollard remaining 50% of regrowth on each pollard head not undertaken in 2021. Stems >75mm diameter at base should be cut to leave a one metre stub. Chip arisings	= £1008
Fitchetts Tree Surgeons	<ol style="list-style-type: none"> 1. To clear and remove all Ivy from the Prunus Shrubs. 2. To clear and remove all Ivy from the Cheery tree. 3. To crown raise 3 Beech trees and clear and remove all Ivy. 4. To crown lift 1 large Horse Chestnut tree over Silver Jubilee of King George V. 5. To remove and clear all Basal growth around bottom of 1 large Sycamore tree. 	£550 + VAT = £660

8. 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 (August)	£226.08
Employment costs (September)	£226.08
Employment costs (October)	£277.60
Wiltshire Council (Election Costs)	£280.00
Wessex Rural Crafts (Tree Survey)	£216.00

9. Approval and signing-off of parish accounts for the month ending 31st October 2025

Council is requested to approve the accounts as previously circulated.

10. Budget and Precept Proposals 2026/2027.

Up to date accounts, finance prediction to 31 March 2026 and draft budget for 2026/27 previously forwarded for members perusal.

Council to discuss and make decision on budget proposals and precept request for financial year 2026/27.

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

Company	What's Included	Price
My Parish Council	<ul style="list-style-type: none"> • Economy package: Total: £156+vat 1st year. £186+vat (with .gov price included) 2nd year and thereafter. Features of this are listed here as well as other pricing options: https://myparishcouncil.co.uk/price-comparisons	First Year Cost £396 + VAT = £475.20 Cost

	<ul style="list-style-type: none"> Data transfer: £240+vat. One-off cost to transfer data across to our template. <p>(Half a days' work for one of our developers- at £60/per hour)</p> <p>We offer 24/7 via our Support ticket desk included in pricing.</p>	<p>Thereafter</p> <p>£186 + VAT = £223.20</p>
Aubergine	<p>One-off set up and build of website: £499 + VAT. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support.</p> <p>Transferring/Inputting and uploading of content (documents, words and pictures) to your new website: 1 year of essential content transferred free of charge – see opposite for details. New .gov.uk domain registration & set up: FREE for year one. Training on the system: free of charge, via our monthly group training sessions. Access to our support team & Website Learning Centre: free of charge, included in the support. Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support</p> <p>Year 2 costs: Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support, ongoing training: £199 + VAT per year. Domain name renewal and DNS management (£100 + VAT per year for .gov.uk when due)</p>	<p>First Year Cost £499 + VAT = £598.80</p> <p>Cost Thereafter £199 + VAT = £238.80</p> <p>Domain Renewal when Due (Annually)</p> <p>£100 + VAT = £120</p>
Easy Websites	<ul style="list-style-type: none"> Website build Easy Web Sites Ltd will populate the website with Standard text on 'Home' Page Standard text on 'Meetings' page Minutes (last 7 years)* Meeting dates for 2025* Financial Documents (last 7 years)* Policies* Councillors details* Useful Contacts page* Meeting and correspondence address Map to meeting address Link to 'Borough Council' planning portal' recent news articles 	<p>£250 + VAT = £300</p> <p>Monthly Management Fees</p> <p>£30.80 per month + VAT = 36.96</p>
Hugo Fox	<p>Our parish council websites include a full, unlimited website, a .gov.uk domain, secure hosting, SSL certificate, WCAG 2.2 AA accessibility compliance, as well as unlimited support, pages, and storage</p> <p>Emails come at extra cost</p>	<p>£9.99 per month + VAT = £11.98</p> <p>- £2.49 + VAT for 1 email address per month</p> <p>- £9.99 + VAT for 5</p>

		email addresses per month - £17.49 + VAT for 10 email addresses per month
Ringstone Media	<p>Website service comprising:</p> <p>Full bespoke website design and build</p> <p>Mobile device responsive</p> <p>Website and domain hosting on a secure UK server .gov.uk domain</p> <p>Email service including spam reduction</p> <p>Webmail cloud-based email client</p> <p>GDPR Statement and Website Terms of Use pages</p> <p>Search Engine Optimisation (SEO) meta code</p> <p>RSS/XML Sitemaps</p> <p>SSL Security Certificate (domain validation level)</p> <p>Hour per week website maintenance</p>	£33 per month (No VAT)

12. 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. Councillors to consider holding a mailing list to circulate important information to those without access to Social Media.

13. Community Policing. Councillors are asked to consider any dates of village events they'd like the Community Policing Team to attend. Councillors are also asked to consider if they would like any extra signage for Fly Tipping, Noise complaints or gatherings causing nuisance, Littering of Vandalism and Public Drinking.

14. Royal British Legion Donation. Councillors are asked to consider a donation to the Royal British Legion in lieu of the purchase of a Remembrance Wreath.

15. Dog Waste. Councillors are asked to note an issue with increased dog waste and waste being collected in bags but not been put in the provided bins. This has been raised by concerned residents. This is anti -social behaviour showing disregard for our community and environment.

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

- i) Finger post directional sign and village name signs.
- ii) Parish Steward
- iii) LHFIG

17. Update from meetings attended

18. Partnership Meetings to consider attending: -

- i) Warminster Area Board – 12th February 2026
- ii) Warminster LHFIG – 26th November 2025

19. Date of next meeting.

Council is asked to note that the next meeting of the Council will be held on Tuesday 3rd February 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.