

# UPTON SCUDAMORE PARISH COUNCIL

## Minutes of the Meeting of Upton Scudamore Parish Council Held at St Mary's Church on Tuesday 4<sup>th</sup> November 2025 at 7:30 p.m.

### **Present: Councillors**

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

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

### **Public Participation**

John Pollard (USCA) gave an update on USCA reporting that the rounders event was a success with about 15-20 children attending. The next event will be a quiz night at the pub, probably towards the end of January/early February. Use of the Church for events has kindly been given to the USCA at no charge due to their status as a charitable organization.

**25/55 Acceptance of apologies for absence. Resolved:** Malcolm Pryor

**25/56 Minutes.** The minutes of the meeting held on 5<sup>th</sup> August 2025 were approved as a true record and signed by the Chair.

**25/57 Dispensations and Declarations of interest. Resolved:** None

**25/ 58 Exclusion of the press and public [Standing Order #3d](#) Resolved:** None

**25/59 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)

<b>Reference:</b>	<a href="#">PL/2025/07687</a> - Full planning permission
<b>Site Location:</b>	THE OLD RECTORY, UPTON SCUDAMORE, WARMINSTER, BA12 0AH
<b>Proposal:</b>	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.
<b>Officer Name:</b>	David Cox
<b>Respond By:</b>	31 October 2025

**Resolved:** The planning application has been withdrawn. Cllr Parkes reported that the planning department have been on site several times due to concerns regarding the biomass storage in the barn to supply The Old Rectory. The landowner has been told to cease storing biomass in the barn as the planning permission states it is for agricultural use only.

## Planning decisions for noting.

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

**25/60 Clerks Back Pay. Resolved:** Cllrs resolved to pay the Clerk's back pay dated to 1<sup>st</sup> April 2025. 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.

**25/61 Tree Survey. Resolved:** Cllrs discussed the three quotes received and resolved to use Wessex Rural Crafts to complete the tree work listed below at a cost of £840 + VAT. Total amount £1008.

*'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 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.'*

### **25/62 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 (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

### **25/63 Approval and signing-off of Parish Accounts for month ending 31<sup>st</sup> October 2025.**

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

Current account	£ 236.45
Savings account	<u>£ 7489.20</u>
	<b>£ 7725.65</b>

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

Councillors have reviewed the Parish Council financial transactions from August - October 2025 and found them to be accurate, the Chairman signed the bank statements.

### **25/64 Budget and Precept Proposals 2026/2027**

The clerk provided Cllrs with up-to-date accounts, a finance prediction to 31<sup>st</sup> March 2026 and a draft budget for 2026/27 previously circulated for members perusal. Cllrs discussed and agreed the following budget with a precept of £6000 for 2026/27.

**Budget 26/27**

Clerks Wages	£2,801
Travelling	£100
Training	£100
Office Expenses	£200
Website	£400
Tree Maintenance	£300
Subscriptions	£279
Audit Fees	£165
Insurance	£290
Hall Hire	£192
Defibrillator	£250
Asset Maintenance	£200
Traffic	£472
Grants (\$137 £8.32 x 262 = £2179)	£100
Election Costs	£150
	<b>£6,000</b>

**25/65 Website. Resolved:** Cllrs have all discussed the quotes presented by the Clerk and have narrowed it down to Hugo Fox and My Parish Council but have a few further queries they would like answered before they make a decision. Clerk to add to next agenda.

**25/66 Facebook Page. Resolved:** Cllr Faulkner will add the Clerk to the Upton Scudamore Community Page to allow her to post things like road closures etc. Cllrs discussed Government Notify and resolved for the Clerk to set up an account to test it amongst Cllrs.

**25/67 Community Policing. Resolved:** Cllrs resolved not to have any signs from the Community Policing Team. Cllr Faulkner will respond to the Community Policing Team.

**25/68 Royal British Legion Donation. Resolved:** Cllrs resolved to make a £25 donation to the Warminster Branch of the Royal British Legion in lieu of the purchase of a Remembrance Wreath.

**25/69 Dog Waste.** Cllrs noted that there is an issue with increased dog waste and waste being collected in bags but not been placed in the provided bins. This is anti-social behaviour showing disregard for our community and environment.

**25/70 Update on Items from previous meetings to include:-**

- i) **Finger Post Directional Sign and Village Name Signs** – Highways have raised a new work order. Sign damaged by the HGV lorry has been raised with insurance.
- ii) **Parish Steward** – We’ve had two visits since our last meeting and some of the jobs completed are; - Ivy removed from the pavement on corner by Church Lane, footpaths to both bus stops cut back, passing layby on Church Lane cleared of overgrowth, all village signs cleared of overgrowth, nettles removed by waste bins, drainage pipe cleared down Church Lane, nettles cut back along Millards Way corner, two potholes by Lindisfarne and one by Churchways on the junction repaired and pavement cleared of overgrowth on Buttercup Corner for safe accessibility to the salt bin.
- iii) **LHFIG** – Child Safety Signs are on the agenda and someone from Highways will come and have a look. The HGV signs have gone up.

**25/71 Update from Meetings Attended.** Cllr Welch recently attended a resilience meeting and reported that Wiltshire Council are looking at putting a booklet together with all relevant information that might be needed for emergencies. Clerk to invite SSEN to come to a meeting. Clerk to look info applying for a SSEN grant next year when they are announced.

**25/72 Partnership Meetings to consider attending:-**

- i) **Warminster Area Board** – 12<sup>th</sup> February 2026
- ii) **Warminster LHFIG** – 26<sup>th</sup> November 2025

**25/73 Date of next meeting.**

The next meeting of the Council will be held on Tuesday 3<sup>rd</sup> February 2025 at 7.00pm at St Mary’s Church.

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.