

# UPTON SCUDAMORE PARISH COUNCIL

Clerk: Nikki Spreadbury-Clews

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**Meeting of Upton Scudamore Parish Council  
to be held at St Mary's Church on Tuesday 4<sup>th</sup> February 2025 at 7:00pm**

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

**29<sup>th</sup> January 2025**

**To All Members of Upton Scudamore Parish Council**

Dear Councillor

You are summoned to the Meeting of Upton Scudamore Parish Council to be held at St Mary's Church, Upton Scudamore Tuesday 4<sup>th</sup> February 2025 at 7:00pm to transact the business set out below.



Nikki Spreadbury-Clews

Parish Clerk

## MEETING SCHEDULE

**7.00pm**

**Public Participation - not to exceed fifteen minutes.**

**To enable** members of the public to address the Council with an allowance of three minutes per person, regarding items on the agenda in the first instance and if time permits any matter relating to the village.

## COUNCIL MEETING AGENDA

**Members of the public are more than welcome to stay for the Council meeting,  
however not to participate, unless invited by the Chairperson.**

- 1. Acceptance of apologies for absence.**
- 2. To approve** as a correct record, the minutes of the meeting held on 5<sup>th</sup> November 2024 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)

The following was responded 'No comment – no meeting held'

**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.

**Applicant Name** Thoulstone Park Ltd

**Application Link:** [Planning Application: PL/2024/10894](#)

**6. For noting – Inquiry date set for 10 February for appeal lodged against non-determination of planning application ref PL/2021/09013.**

Address: Land West of Westbury Road, Land West of Westbury Road, Warminster.

Proposal: Erection of up to 205 no. dwellings, community hub, public open space, access, infrastructure and associated works, with all other matters reserved.

Application Link: [Planning Application: PL/2021/09013 \(wiltshire.gov.uk\)](#)

**7. Council to note** the application for a new premises licence by Heartwood Events Ltd, Thoulstone Park, Chapmanslade was granted subject to conditions.

**8. Council is requested to ratify and authorise the payments listed, to be made via online banking.**

PCC Upton Scudamore	£127.50
Employment costs (December)	£328.38
Employment costs (January)	£226.08
Employment costs (February)	£226.08

**9. Parish accounts for the month ending 31 January 2024.**

Council is requested to approve the accounts as previously circulated.

**10. Parish Steward** – update from Cllr Foot.

**11. Annual Inspection of Assets.** Council to note and discuss any actions required from the recent inspections.

**12. Community Resilience Plan annual review.** Council to review the plan and advise clerk of any amendments.

**13. Council to consider entry to CPRE Wiltshire Best Kept Village Competition 2025** as forwarded 16 January – entry deadline 17 April.

**14. Items outstanding and updates from previous meetings: -**

- i) Dropped kerbs (LHFIG ref 17-23-22)** – Works completed, await invoice.
- ii) Church hire and fees.** As per March Council minutes the clerk had enquired and chased the church as to what would happen if a meeting was for 1 hour and part of an hour and do the church have a hiring policy and if so, could the Council have sight of it. **Await update** after Church's October meeting.
- iii) Finger post directional sign and village name signs.** Clerk chasing WC.

iv) Raised road gullies.

v) Other updates.

**15. Annual Parish Meeting of the Electorate.**

This is not a Council meeting; it is a meeting of the parish electors taking place between 1 March and 1 June. Electors can contribute to the agenda and in practice often celebrate local activities and debate current issues in the community. The Chairman of the Council, any two councillors or six members of the public can call the Annual Parish Meeting.

**Council to discuss and make decision** on the date and format of the meeting.

**16. Meeting dates for municipal year 2025/2026.** Members to approve dates of meetings for the next municipal year.

**17. Correspondence.** Clerk to advise.

**18. Partnership meetings to consider attending: -**

i) **Wiltshire Council Planning Forum for Town and Parish Councils** – 5 March – 18:00-20:00.

ii) **Warminster Area Board** – 13 March -7:00pm – Warminster Library.

iii) **LHFIG** – 11 June – 10:00am – online.

*In view of the confidential nature of the business about to be transacted,  
it is advisable in the public interest that the public and  
press be temporarily excluded and they are instructed to withdraw.*

**19. Council to approve the appointment of replacement Clerk and discuss outgoing Clerk's payment of annual leave.**

**20. Date of next meeting.** Council to note the next meeting will be the annual meeting of the Council on Tuesday 6<sup>th</sup> May, subject to proposed local election results, at St Mary's Church.

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.