

# POULSHOT PARISH COUNCIL

Cllr Mike Davis (Chair)  
Cllr Liz Bissett (Vice-Chair)  
Cllr Claire Church  
Cllr Tim Hues  
Cllr Nina Jeffries  
Cllr Dan Scott  
Cllr Chris Dyke

10<sup>th</sup> July 2024

Dear Councillor,

You are summoned to attend a meeting of Poulshot Parish Council on Tuesday 16<sup>th</sup> July 2024 at 7.30 pm in the Village Hall.

The Press and Public are welcome to attend this meeting. Questions and statements will be taken from members of the public for 15 minutes at 7.30 pm, if required, prior to the start of the meeting, in accordance with the Parish Council's Standing Order No 3.

Yours sincerely

A handwritten signature in cursive script that reads "Jeannette Young". The signature is written in dark ink and has a fluid, connected style.

Jeannette Young  
Parish Clerk

POULSHOT PARISH COUNCIL  
COUNCIL MEETING TO BE HELD IN  
THE VILLAGE HALL  
ON TUESDAY 16<sup>th</sup> July 2024 AT 7.30 P.M.

The Press and Members of the Public are welcome to attend.

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recording and photography of the Council and Committee meetings by the general public and/or media. It would be appreciated if persons wishing to take photographs or to record a meeting, were, wherever possible, notified to the Chairman or Clerk before the meeting concerned.

**Public Participation-**

No decisions or arrangements will be made in this section. You will be allowed a maximum of 3 minutes. Maximum of 15 minutes allowed in total, in accordance with Standing Order No 3.

**AGENDA**

**1. Apologies**

To consider apologies.

**2. Disclosure(s) of Interest.**

To receive any declaration of interest by a member in relation to matters to be considered at this meeting as required by the Code of Conduct.

**3. Minutes**

To confirm as a true record the Minutes of the meeting of the 14<sup>th</sup> May 2024. The attachments will form part of these main minutes but will not be redistributed with this Agenda.

**4. Chairman's Announcements**

- Thank you for the clearing of the playground outside of the Village Hall
- Successful Lackham Vintage Society 'Car Gathering' on the Village Green. All donations received this year were for The Dorothy House Hospice.

- D Day and Church Fete, thank you to the organisers.

## 5. Police Report

The police report from May 2024 attached

## 6. Update from Wiltshire Councillor Tamara Reay

## 7. Planning Applications:

Comments and observations to be submitted to Planning at Wiltshire Council on the following applications.

Poulshot CP Application Ref PL/2024/04901 - Full Planning Permission  
Address: Land adjoining 11 Barley Hill Lane, Barley Hill Lane, Poulshot, SN10 1RS

Proposal: Erection of dwelling

Applicant Name Mr and Mrs Herridge

Case Officer: Meredith Baker

Respond By 27-06-2024. - **extension requested and granted until 17<sup>th</sup> July 2024**

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006Wxa>

**Recommendation:** from the Planning Working Group is to object to this application due to the concerns raised below at agenda item 8.1 Notes are also attached from this working group and can be found at the same item number 8.1.

## Decisions for Noting:

Application Ref PL/2024/03712 - Householder Application

Address: 18 Mill Lane, Poulshot, Devizes, SN10 1SA

Proposal: Removal of existing tree and construction of new single storey side extension

with internal alterations. Timber cladding to elevations.

Applicant Name: Mr Urda Case Officer: Jane Sanger

Decision Date: 19-06-2024 **Decision: Approve with Conditions**

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Zfzt>

Application Ref PL/2024/03804 - Advertisement Consent

Address: Corner of Devizes Road, Caen Hill, Devizes

Proposal: Erection of temporary advertising sign to direct public to Aubreys Yard,

Poulshot. Non-illuminated.

Applicant Name: Ashford Homes Case Officer: Jane Sanger  
Decision Date: 27-06-2024 **Decision: Approve with Conditions**  
Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005euGG>

## 8. Working Group Notes

### 8.1 Planning working Group Notes – 25<sup>th</sup> June 2024

Notes from the Planning Working Group attached with the following recommendations:

- Concern of over development of the site which sits in a conservation area and its consumption of the total plot area.
- If the application gets approved, the remaining large house will sit within an extremely small plot.
- The recent Housing Needs Survey showed Poulshot had sufficient housing to meet the needs of the community.
- To fully support the concerns of residents especially the those of the direct neighbouring property. It appears no consideration has been given to the impact on their lack of privacy should this application in its initial guise be approved.
- Would like consideration given to reducing the size of the planned build, with additional thought given to a single-story build or relocation of windows, avoiding the intrusion of privacy issues.

**Recommendation:** To Members is to object to this application due to the concerns raised above in bullet point format.

### 8.2 Village Survey Working Group Notes -

Notes from the Village Survey Working Group attached. Cllr Bissett to update on any further progress.

## 9. Grant Applications

**9.1** Grant application from allotment tenants (attached) requesting funding to provide a permanent fence separating the parish allotments from the rest of Green Gardens. This is to prevent casual access to the allotments by people and animals and provide a more appropriate long-term fence in keeping with the ambiance of Green Gardens.

Scoring 17/21

**9.2** Following the issued grants of £ 500 for the D-Day and silent disco events, there is a surplus of just over £66 due back to the Council. However, a request has been made to put the surplus £66 towards a cricket match/BBQ event for the younger residents of the village, being held on the 30<sup>th</sup> August 2024.

**Recommendation;** Outstanding monies to be returned as per the Councils Policy and consideration given to a one off donation to Poulshot Friends and Neighbours Club to help with the funding of the planned cricket match/BBQ event on 30<sup>th</sup> August 2024 .

## 10. Village Trust Update and Requests

Requests are all in **bold**.

Poulshot Village Trust committee members thought you might like a brief update on activities it has been undertaking and, with your permission and support it would like to undertake in the future.

In March the remaining Spanish Bluebells in Green Gardens were removed. It is likely that this has not eradicated them, **so with your agreement the exercise will be repeated next year**. Similarly, as agreed previously, members continue to tackle the hogweed in one area of Green Gardens. After two years of just removing the flowers from the plants, this year members are cutting the young plants down before they flower. Although this seems to be more successful, regrettably there is little hope of stemming the tide when the remainder of the woodland is covered in cow parsley and hogweed. The only chance is of all the fallen branches and felled timber in can be placed in the dead hedges or removed so that mowers can be used to suppress growth. With that in mind and just tidying generally **would you please permit a 'tidy-up' in Green Gardens in October?**

The margins around the ponds on the Green are now very dense and hide the ponds from view; as we have had your support in the past, the intention is to hold a working party on 13 July (Before your next meeting) to reduce the height of the margins. Looking further ahead members are willing to clear the ponds of excess growth and the invasive New Zealand Pygmy Weed. The waste from the maintenance needs specialist disposal because of the New Zealand Pygmy Weed; it was removed by a waste contractor last year paid for by the Council. **If the Council is willing to pay for disposal of the waste again Trust members will carry out the work in November**, when there is no risk of disturbing the Great Crested Newts,

The permanent plaques for each tree along the Queen's Platinum Jubilee Oak Walk have been manufactured. The Trust Committee is planning the install these on 31 August, just before the anniversary of the Queen's death. **Would Councillors like to lead the installation and would the Councillors wish to invite anyone else to participate, such as Wiltshire Councillors to garner support of the improvements to the Broadway?** The Trust Committee would make the arrangements.

Finally, may we ask **if you have any thoughts on the Keep Britain Tidy campaign due in spring 2025?** Members stand ready to arrange the event or support any Council plans to hold a clean-up and suggest early to mid-March as a good time.

## 11. External Audit – Email Received 11<sup>th</sup> June 2024 from PKF Littlejohn LLP To Note; -

*WI0187: Receipt of documents – notification of exempt status, 2024*

*This is an automated message to notify you that we have received and logged the notification of exempt status for the year ended 31 March 2024 submitted to us for Poulshot Parish Council. By notifying us that Poulshot Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.*

*If you did not submit your notification of exemption by the specified submission deadline and were sent chasing letter(s), you will receive an invoice for those chaser charges calculated in accordance with the fee scales set by Smaller Authorities' Audit Appointments Limited which are available to view here.*

*Unless we receive any correspondence from local electors during the period for the exercise for public rights that requires us to contact you, you will not hear from us again this year, except to chase any outstanding fees.*

**12. Finance Report and Bank Balances.** To receive and **Note**; - To follow.

**13. Financial Expenditure.**

To consider and to **Approve** the attached expenditure report – To follow.

**14. Date of Next Meeting**

10<sup>th</sup> September 2024

**15. Confidential Session**

Exclusion of Press and Public It is recommended that under section 100 (A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in Part 1 of Schedule 12 (A) of the act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

<p>Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property. And Any instruction to counsel and any advice received, information obtained or action to be taken in connection with - (a) any legal proceedings by or against the authority,</p>	<p>Public excluded from the meeting to enable consideration of the reports and proposals</p>	<p>Publicity in relation to the proposals could prejudice sensitive negotiations by the Council in making its decisions.</p>
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**16. Minutes 14<sup>th</sup> May 2024**

To confirm as a true record the Confidential Minutes of the meeting of 14<sup>th</sup> May 2024.

**17. Village Hall Playground**

To further consider a request from a member of the Village Hall Committee.

# POULSHOT PARISH COUNCIL

## MINUTES OF ANNUAL FULL COUNCIL MEETING HELD IN THE VILLAGE HALL TUESDAY 14<sup>th</sup> MAY 2024 AT 7.30 PM

**PRESENT:** Cllr Mike Davis (Chairman)  
Cllr Liz Bissett (Vice Chairman)  
Cllr Claire Church  
Cllr Tim Hues  
Cllr Nina Jeffries  
Cllr Chris Dyke

**OFFICER:** Jeannette Young (Clerk)

**PUBLIC PARTICIPATION:** 6 members of the public were in attendance.

Questions raised were as follows;-

- Q. Regarding the land at the north end of the village will there be a plan that members could share?
- A. Once clarified that it was the Amenity land that was being referred to, members stated that all decisions would be held in public at council meetings, no decisions could be made by any working group.
- Q. Who is responsible for the play area and footpath at the side of the Village Hall? Both areas need clearing and cleaning.
- A. Members are in discussion with the Village Hall Committee regarding the play area and will try to meet to physically clear the areas of concern.
- Q. I have concerns over the number of applications on the agenda that refer to removal or cutting down of trees, my understanding is these trees should be replaced if in the conservation area.
- A. All applications are considered on an individual basis by the tree protection officer at Wiltshire Council, the Parish Council can however make comment on these applications.
- Q. On behalf of Village Trust, regarding lower pond along Green Lane, we have been trying to keep a margin around it, however a neighbour keeps cutting the grass up to the edge of the pond, which then causes clippings to go into the pond. Is it possible to ask the contractor and resident to not cut this margin?



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- A. Cllr Bissett replied that the contractor does not cut that side of the Green, but stated that she would not only confirm this with the contractor when she met with them, but also mention it to the resident.

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## **1/24/25 Chairman for Ensuing Year**

It was proposed by Cllr Jeffries, seconded by Cllr Church and UNANIMOUSLY RESOLVED to elect Cllr Davis as Chairman for Poulshot Parish Council for the municipal year 2024/23. The newly elected Chairman subscribed to the Statutory Declaration of Acceptance of Office, which was countersigned by the Parish Clerk

## **2/24/25 Vice Chairman**

It was proposed by Cllr Jeffries, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to elect Cllr Bissett as Vice-Chairman for Poulshot Parish Council for the municipal year 2024/25. The newly elected Vice-Chairman subscribed to the Statutory Declaration of Acceptance of Office, which was countersigned by the Parish Clerk

## **3/24/25 Apologies**

Apologies were received from Cllr Scott.

## **4/24/25 Declarations of Interest and Dispensation Request**

Cllr Church declared an interest in the planning application for Moat House. Cllr Dyke declared an interest in the planning application for 18 Mill Lane. Both members stated they would not vote on these items.

## **5/24/25 Minutes**

It was proposed by Cllr Bissett, seconded by Cllr Church, and UNANIMOUSLY RESOLVED to confirm the Minutes of the Extraordinary Meeting of the Parish Council held on 18<sup>th</sup> March 2024 as a true record. The Minutes were duly signed by the Chairman, Cllr Davis.

## **6/24/25 Chairmans Announcements**

- The Chairman thanked the community group Peggies, for the lunch that they provided on Sunday in the Village Hall and announced they had raised £1245.67 for the charity Opendoors.
- Also mentioned was the 'thank you' he had received from a resident, for members liaising with the parish steward to get the footpaths cleared of debris and vegetation.
- Further thanks were announced to all who attended the Parish Annual Meeting on the 7<sup>th</sup> May 2024.

## **7/24/25 Police Report**

## POULSHOT PARISH COUNCIL

The attached Community Policing Team Report from March, 2024 was noted

### 8/24/25 Planning Applications

<p>Application No: PL/2024/03380 - <a href="#">Planning Application: PL/2024/03380 (wiltshire.gov.uk)</a>  Application Type: <i>Householder planning permission</i>  Proposal: <i>New single storey extension to the rear of the property and side store. Internal alterations. Replacement of flat roof material</i>  Site Address: 36 Mill Lane, Poulshot, Devizes, SN10 1SA  An extension of time has been granted for comments within two days following the meeting on 14 May 2024.</p>	<p>Proposed by Cllr Bissett, seconded by Cllr Jeffries and unanimously agreed to raise no objections</p>
<p>Application No: PL/2024/03648 - <a href="#">Planning Application: PL/2024/03648 (wiltshire.gov.uk)</a>  Application Type: <i>Notification of proposed works to trees in a conservation area</i>  Proposal: <i>T1 - Crab Apple tree - fell T2 - Hawthorn tree - fell</i>  Site Address: Lowena, 27 Poulshot Road, Poulshot, Devizes, Sn10 1rj Comments to be received by 9<sup>th</sup> May 2024, decision date 28<sup>th</sup> May 2024</p>	<p>Proposed by Cllr Bissett, seconded by Cllr Davis and unanimously agreed to raise no objections</p>
<p>Application No: PL/2024/03392 - <a href="#">Planning Application: PL/2024/03392 (wiltshire.gov.uk)</a>  Site Location: Moat House, 14 The Green, Poulshot, Devizes, Sn10 1rt  Proposal: <i>T1 Ash Tree - Remove/dismantle to ground level. T2 Horse Chestnut - 30% overall crown reduction. T3 Beech Tree - 1.5 metre tip reduction to overextending branches only. T4 Leylandii and Lawson Cypress - Fell. Comments to be received by 1<sup>st</sup> May 2024, decision date 20<sup>th</sup> May 2024</i></p>	<p>Proposed by Cllr Bissett, seconded by Cllr Davis and agreed to raise no objections</p>
<p>Application No: PL/2024/03712 - <a href="#">Planning Application: PL/2024/03712 (wiltshire.gov.uk)</a>  Application Type: <i>Householder planning permission</i>  Site Address: 18 Mill Lane, Poulshot, Devizes, SN10 1SA  Proposal: <i>Removal of existing tree and construction of new single storey side extension with internal alterations. Comments to be received by 27<sup>th</sup> May 2024</i></p>	<p>Proposed by Cllr Bissett, seconded by Cllr Church and agreed to raise no objections but would like consideration given to planting a new tree.</p>
<p>Application No: PL/2024/03988 - <a href="#">Planning Application: PL/2024/03988 (wiltshire.gov.uk)</a>  Application Type: <i>Notification of proposed works to trees in a conservation area</i>  Proposal: <i>Oak tree - fell</i>  Site Address: Taylor House, Barley Hill Lane, Poulshot, Devizes, Sn10 1rs Comments to be received by 21<sup>st</sup> May 2024</p>	<p>Proposed by Cllr Bissett, seconded by Cllr Davis and requested that possible ways to save the tree</p>

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	<i>be investigated, with pollarding also considered rather than removal.</i>
<p><i>Application No: PL/2024/03804 - <a href="#">Planning Application: PL/2024/03804 (wiltshire.gov.uk)</a></i></p> <p><i>Application Type: Consent to display an advertisement</i></p> <p><i>Proposal: Advertising sign to direct public to Aubreys Yard, Poulshot</i></p> <p><i>Site Address: Corner of Devizes Road, Caen Hill, Devizes. Comments to be received by 31st May 2024</i></p>	<p><i>Proposed by Cllr Davis, seconded by Cllr Church and unanimously agreed to object to this application on the grounds of possible visibility issues at the junction and the risk of driver distraction on a dual carriageway.</i></p>

**9/24/25 Update from Wiltshire Councillor Tamara Reay**

Apologies received from Cllr Reay.

**10/24/25 Financial Risk Assessment**

It was proposed by Cllr Bissett, seconded by Cllr Church, and UNANIMOUSLY RESOLVED to approve the attached Financial Risk Assessment.

**11/24/25 Start Time for Full Council Meetings**

It was proposed by Cllr Davis, seconded by Cllr Jeffries and UNANIMOUSLY RESOLVED that the start time for all Full Council meetings shall continue to be 7.30pm. This time is confirmed in Standing Orders.

**12/24/25 Sealing of Documents**

It was proposed by, Cllr Jeffries, seconded by Cllr Hues, and UNANIMOUSLY RESOLVED that the elected Chairman and the elected Vice Chairman (or in their absence any Councillor serving on the Finance and Audit working group) be authorised to execute legal documents on behalf of Poulshot Parish Council during the 2024/25 Municipal Year.

**13/24/25 Record of attendance**

Members RECEIVED AND NOTED the Record of Attendance of Parish Councillors at meetings during 2023/24.

## POULSHOT PARISH COUNCIL

Attendance	Year 23-24								
Date of meeting	Type of meeting	Cllr Bissett	Cllr Church	Cllr Davis	Cllr Hues	Cllr Scott	Cllr Jeffries	Cllr Nichols S of O ended 16-1-24	Cllr Dyke S of O commenced 21-3-24
02/05/2023	Annual Parish		apologies		apologies			apologies	
09/05/2023	Annual Meeting	attended	attended	attended	attended	attended	attended	apologies	
25/07/2023	General Meeting	attended	attended	attended	attended	attended	apologies	attended	
19/09/2023	General Meeting	apologies	attended	attended	attended	attended	attended	apologies	
07/11/2023	General Meeting	attended	attended	attended	attended	apologies	apologies	apologies	
16/01/2024	General Meeting	attended	attended	attended	attended	apologies	attended	apologies	
05/03/2024	General Meeting	attended	attended	attended	attended	apologies	attended		attended
18/03/2024	Extraordinary	apologies	attended	attended	attended	attended	apologies		attended

### 14/24/25 Calendar of meetings

It was proposed by the Cllr Hues, seconded by Cllr Bissett, and UNANIMOUSLY RESOLVED to approve the Calendar of Meetings with the change of the 9<sup>th</sup> of July to the 16<sup>th</sup> July for the Municipal Year 2024/25.

#### Calendar of Meetings for Poulshot Parish Council 2024/25

Day	Date	Month	Year	Type of Meeting
Tuesday	16th	July	2024	Normal
Tuesday	10th	September	2024	Normal
Tuesday	12th	November	2024	Normal, Budget setting
Tuesday	14th	January	2025	Normal, Precept
Tuesday	11th	March	2025	Normal
Tuesday	13th	May	2025	Annual Council Meeting. Election of Chairs
Tuesday	6th	May	2025	Parish Annual Meeting (non Council meeting)

### 15/24/25 Grants- Applications

**15.1/24/25** The grant application for D Day 80 Celebrations on 6<sup>th</sup> June 2024, was considered, funding was requested for Hire of a Loo £100, Sausages for 100 £60, Buns etc £40 grand total £200. After discussion and the explanation that any unused funds should be returned to the Parish Council, it was proposed by Cllr Bissett, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to award the whole amount of £200, to Poulshot Friends and Neighbours Club who have amalgamated with Peggies, to enable them to provide food and toilets for D Day celebrations on the 6th June 2024 on the

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understanding that any unspent money must be returned to the Parish Council as soon as possible.

Score = 16/21 & 14/21

Awarded under the General Power of Competence.

**15.2/24/25** The grant application received for the provision of headsets for a Silent Disco to be held on the evening of 29<sup>th</sup> June 2024, was discussed. It was explained that the event would take place directly after the St Peter's Church Fete in the hope that people would stay on after visiting the fete and further enjoy the evening. Total funding requested £300 for the hire of 100 headsets £250 and £50 for the person responsible for the hiring. It was therefore proposed by Cllr Bissett, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to award the whole amount of £300, to Poulshot Friends and Neighbours Club who have amalgamated with Peggies, to enable them to hire headsets for the silent disco to be held on the 29<sup>th</sup> June, on the understanding that any unspent or returned money must be returned to the Parish Council as soon as possible after the event.

Score = 16/21 & 11/21

Awarded under the General Power of Competence.

### **16/24/25 Aubreys Yard**

Following a request received from Ashford Homes asking for permission to install street signs at the bellmouth of the Aubreys Yard development on Village Green Land owned by the Parish Council, members felt that this was unacceptable and would set a precedent for any future requests. It was therefore proposed by Cllr Jeffries, seconded by Cllr Hues, and UNANIMOUSLY RESOLVED to strongly object to any street furniture being placed on the Village Green Land, and also not give permission to Ashford Homes for the sighting of their Aubreys Yard signs at the bellmouth of the development. It was further agreed that the Chair, Cllr Davis should talk to Ashford Homes on the repositioning of the signs to the entrance walls to the development.

### **17/24/25 Openreach- plan**

Following a considered discussion, it was proposed by Cllr Church, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to give permission to Openreach to install Fiber Broadband across the Village Green with the following conditions:- that a date is provided that avoids the dates of Cricket Club matches, 29<sup>th</sup> May, 9<sup>th</sup>, 12<sup>th</sup> and 14<sup>th</sup> of June, the Vintage Rally 19<sup>th</sup> June and the Village Fete on the 29<sup>th</sup> June 2024, also that serious consideration is given to avoiding the roots of the Horse Chestnut trees with a reminder that they are in a conservation area and therefore are protected by a Tree Protection Order.

### **18/24/25 Village Survey Working Group**

Cllr Bissett introduced the notes from the working group and further asked for permission to apply for a grant from Trees for Climate. If successful the grant

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could provide 25 fruit trees and hedging for the amenity land, it would also provide 15 years free maintenance of the provided trees and hedge. It was however, pointed out that if successful any planting would need further discussion and agreements at a later date. After much discussion, confirmation was given again that any decisions on the development of the amenity land would need to go through Council, it was then proposed by Cllr Jeffries, seconded by Cllr Church, and **UNANIMOUSLY RESOLVED** to authorise Cllr Bissett to apply for a grant from Trees for Climate and if successful to further discuss at a future Council meeting.

A request for the working group to meet was received with all members of the working group agreeing to meet on the 11<sup>th</sup> June via Zoom.

### **19/24/25 LHFIG meeting Wednesday 17<sup>th</sup> April 2024**

Cllr Church gave an update on the LHFIG meeting she attended on 17<sup>th</sup> April 2024 regarding Broadway Lane. She was told the issue fell under various departments at Wiltshire Council and was advised to speak with Chris Sterling. Cllr Church then contacted Chris and he gave details of the Rights of Way Team claiming they should be able to help with the issues of Broadway Lane, the fear is it is not going to be a quick result, however Cllr Church will continue to press the team for their help.

### **20/24/25 Grass Cutting**

After discussion and further explanation, on an invoice received for March 2024 and the said invoice not being covered by either old or new contract dates, even though works had been done, it was proposed by Cllr Bissett, seconded by Cllr Jeffries and **UNANIMOUSLY RESOLVED** to approve payment of the one-off invoice at the new rate of £168.25 ex vat.

### **21/24/25 Finance Report and Bank Balances**

Members received and **NOTED** the 10<sup>th</sup> of May 2024 spreadsheet showing Bank balances of the Parish Account £22,018.91 and Community Fund £119,247.41, collectively standing at £141,266.32.

### **22/24/25 Financial Expenditure.**

Members considered the expenditure report, of the 10<sup>th</sup> May 2024 with payments totalling £1,485.32 and credits of £7,420.00 listed, it was then proposed by Cllr Bissett, seconded by Cllr Church and **UNANIMOUSLY AGREED** to approve the expenditure report of May 2024.

### **23/24/25 Internal Audit.**

Members RECEIVED and NOTED the Annual Internal Audit Report from Mulberry & Co,(now called Mulberry Local Authority Services Limited) which was completed following the remote meeting on 19<sup>th</sup> April 2024, together with

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the completed Annual Internal Audit Report (AIAR) (page 3) of the Annual Governance and Accountability Return (AGAR).

Comments of :-

- *The general reserve balance is higher than the recommended range and higher than the council's adopted Reserves Policy and the council should keep this level under careful review.*

and

- *The initial submission included entries from the bank account in April 2024. Receipts and Payments accounting includes only items which have gone in, or out, of the bank account within the financial year under review, and inclusion of items outside these timeframes is not permitted. The accounting statement initially submitted did not add up due to these issues and did not tally with the actual year-end bank balances.*

were explained and noted, followed by thanks, and appreciation to the RFO for another exceptional audit report.

### **24/24/25 Annual Governance and Accountability Return (AGAR) 2023 – 2024 Form 2**

Members NOTED that Poulshot Parish Council will be claiming exemption from a limited assurance review as an authority that meets the specified criteria. Page 3 was explained, after which it was proposed by Cllr Bissett, seconded by Cllr Church, and UNANIMOUSLY RESOLVED that the RFO and Chairman, Cllr Davis sign page 3 of the AGAR.

### **24.1/24/25 Annual Governance Statement 2023/24 (AGAR-Section 1)**

It was proposed by Cllr Jeffries, seconded by Cllr Dyke, and UNANIMOUSLY RESOLVED to APPROVE the attached Annual Governance Statement 2023/24 as detailed in Section 1 of the AGAR (page 5). The document was then signed by the Chairman, Cllr Davis, together with the Parish Clerk.

### **24.2/24/25 Year End Accounts 2023/24**

Following an explanation of the Year End Accounts; it was proposed by Cllr Jeffries, seconded by Cllr Bissett, and UNANIMOUSLY RESOLVED to APPROVE the attached Year End Accounts, 31 March 2023

### **24.3/24/25 Accounting Statements - AGAR Section 2**

It was proposed by Cllr Bissett, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to APPROVE the Accounting Statements 2023/24 as detailed in Section 2 of the AGAR (page 6). This document having previously been signed and dated by the RFO was then signed and dated by the Chairman, Cllr Davis at this meeting of the 14<sup>th</sup> May 2023

### **24.4/24/25 Exercise of Public Rights - Inspection of Accounts**

Members NOTED the following dates for the Exercise of Public Rights

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Inspection period begins 3rd June 2024

Inspection period ends 12th July 2024

The date for the Public Inspection Notice to be issued being 31<sup>st</sup> May 2024

**25/24/25      Payments by Direct Debit/Standing Order**

It was proposed by Cllr Bissett, seconded by Cllr Jeffreis and UNANIMOUSLY RESOLVED to APPROVE the list of payments made by Direct Debit and a single Standing Order to Charlton Baker.

**26/24/25      Payments by BACS/Bank Transfer**

It was proposed by Cllr Davis, seconded by Cllr Dyke and UNANIMOUSLY RESOLVED to APPROVE the payment of all invoices by BACS or Bank Transfer, where possible.

**27/24/25      Salary Payment by BACS**

It was proposed by Cllr Davis, seconded by Cllr Bissett and UNANIMOUSLY RESOLVED to APPROVE the payment of monthly salary by BACS, with overtime and expenses paid a month in arrears.

**28/24/25      Confidential Session**

It was proposed by Cllr Bissett, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to go into a Confidential Session. The Chair, Cllr Davis requested members of the public to leave the meeting.

**29/24/25      Play Area-**

Members considered the further proposals regarding the future of the play area. Item was then paused for meeting extension request.

**30/24/25      Meeting Extension**

At 21.30 it was proposed by Cllr Bissett, seconded by Cllr Church and unanimously agreed to continue the meeting for a further maximum 30 minutes if needed.

**31/24/25      Play Area – continued**

Some members physically viewed the area before coming to a unanimous agreement on the future of the Play Area.

Meeting ended at 21:47

Signed.....Date.....





## MELKSHAM NEIGHBOURHOOD TEAM REPORT ANNUAL PARISH COUNCIL REPORT MAY 2024

# WILTSHIRE POLICE

Keeping Wiltshire Safe



# Meet Your Neighbourhood Policing Team

Each Team member looks after the Town areas as well as a number of Villages and rural areas.

**PCs COOMBS and HOLDSWORTH share responsibility for Bowerhill and Berryfield.**



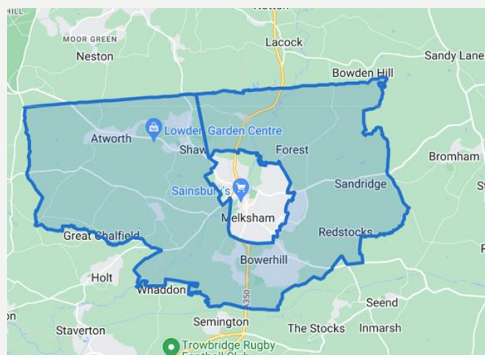
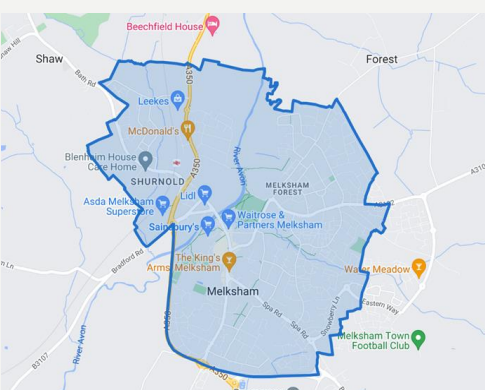
**PC Ben Coombs**

Sandridge  
Redstocks  
Broughton Gifford  
Norrington Common  
Atworth  
Shaw  
Whitley  
Beanacre  
Forrest



**PC Elliott Holdsworth**

Steeple Ashton  
Keovil  
Bulkington  
Poulshot  
Inmarsh  
Seend  
The Stocks  
Semington  
Seend Cleeve



**PCSO WALTERS-  
Melksham  
South**



**PCSO GRIFFIN-  
Melksham  
Town**



**PCSO DYBOWSKA-  
Melksham  
South**



**Inspector Andy Lemon**



**Sergeant Gemma Rutter**

# Crime Data Melksham Jan- March

Crime	2023	2024	Increase/Decrease	
Violence	210	190	-20	
Burglary	25	30	+5	
Criminal Damage	50	54	+4	
Robbery	2	0	-2	
Drugs	13	8	-5	
Vehicle Crime	28	35	+7	
Theft	116	63	-53	
Possession of Weapons	6	2	-4	
Public Order Offences	27	28	+1	
Sexual Offences	12	22	+10	
Other	12	11	-1	
<b>TOTAL</b>	<b>502</b>	<b>443</b>	<b>-59</b>	

## Melksham Neighbourhood Team Annual Report 2023-2024

This is my first year completed on NPT covering Melksham and Bradford on Avon.

On review of this year we have gained 2 new PCSOs who have just finished tutorship- PCSO DYBOWSKA and PCSO GRIFFIN. We now have permanent access to two new shared mobile police stations. We have increased the number of drug warrants we are carrying out; public engagement has increased and we have issued more CPWs in comparison to the year before. Melksham has gained a new PC in this time as well- PC HOLDSWORTH and our intelligence submissions are going up every month. More schools have signed up to mini police and we are routinely attending our multi agency meetings to discuss ASB cases on our area.

Moving forwards I plan on increasing public engagement- all PCs have been set the task to set up a monthly surgery which will be advertised in advance. This will be on the same date and time each month and will allow you to pencil this in to your calendar so that you can pop by and have a chat or seek advice.

For one week every quarter of the year we will engage with our villages using the mobile police van. This will be parked in a central, convenient location in each village for residents to visit. This will be advertised a month in advance.

**Our focus for 2024 is youth engagement and retail crime.**



# Poulshot Parish Council

DRAFT

## Planning Working Group Notes

25<sup>th</sup> JUNE 2024

6.30pm Via Zoom

Membership: Cllr Hues  
Cllr Jeffries  
Cllr Scott

Present: Jeannette Young, - Proper Officer

### 1. Election of Chair for the meeting

It was agreed that Cllr Bisset Scott would Chair the meeting.

### 2. Apologies

Apologies were received from Cllr Hues with Cllr Church in attendance as substitute.

### 3. Declarations of Interest

There were no declarations of interest.

### 4. Planning Application:

Poulshot CP Application Ref PL/2024/04901 - Full Planning Permission  
Address: Land adjoining 11 Barley Hill Lane, Barley Hill Lane, Poulshot, SN10 1RS  
Proposal: Erection of dwelling  
Respond By 27-06-2024. - Extension requested and granted until 17<sup>th</sup> July 2024.

Cllrs considered and discussed the plans, maps and statements of this planning application. It was confirmed that this application had been previously submitted in 2021 and due to the permission time expiring it was believed that this was a resubmission.

The following comments and recommendations were made: -

- Concern of over development of the site which sits in a conservation area and its consumption of the total plot area.
- If the application gets approved, the remaining large house will sit within an extremely small plot.
- The recent Housing Needs Survey showed Poulshot had sufficient housing to meet the needs of the community.
- To fully support the concerns of residents especially the those of the direct neighbouring property. It appears no consideration has been given to the impact on their lack of privacy should this application in its initial guise be approved.

# Poulshot Parish Council

- Would like consideration given to reducing the size of the planned build, with additional thought given to a single-story build or relocation of windows, avoiding the intrusion of privacy issues.

**Recommendation** to Council is to object to this application due to the concerns raised above in bullet point format.



# Poulshot Parish Council

Meeting closed at 19:03

Signed ..... Date.....

DRAFT

# Poulshot Parish Council

DRAFT

## Village Survey Working Group Notes

11<sup>th</sup> JUNE 2024

6.30pm Via Zoom

Membership: Cllr Bissett,  
Cllr Church  
Cllr Jeffries  
Cllr Dyke

Present: Jeannette Young, - Proper Officer

### 1. Election of Chair for the meeting

It was agreed that the Vice Chairman, Cllr Bissett would Chair the meeting.

### 2. Apologies

Apologies were received from Cllr Nina Jeffries

### 3. Declarations of Interest

There were no declarations of interest.

### 4. Notes

Previous notes from the meeting of the 24<sup>th</sup> of April were approved by all as a true record.

### 5. Updates and Feedback.

- **Highways** – Traffic Calming and Speed Indicator Devices (SIDs). Cllr Church tried to get 3 different quotes and information from companies. Depending whether the devices are solar, battery or mains power, prices are around £2000 to £2500. There are a variety types, flashing 30 with smiley face, flashing speed of vehicle, or flashing speed with circle around it. Discussion took part around whether two or more were needed for the village. It was thought that solar would be the better option for the devices. It was recognised that there is natural speed deterrent, with parked cars before the Raven coming into the village from the dual carriageway. Cllr Church explained that Wiltshire Council would need to be approached for permission and the erection of poles for any SID. Also that one could be purchased and moved around the village to different locations as Worton do with their SID. It was agreed that Cllr Church would contact Highways and ask them to come out and cost the implementation of poles before putting together a final quote for the Council. It was advised that there was CIL money that could be used towards the purchase.



## Poulshot Parish Council

- **Traffic** – Does the Village need Bus Shelters. Cllr Dyke had spoken to Kev regarding a thatched shelter and advised that the quote is in progress
- **Sports for Young and Old** – Cllr Bissett stated that she had been approached by the Cricket Club who wanted somewhere to practice. It was confirmed that they had been advised to contact the council to ask permission to temporarily use the amenity land.
- **Recreation for Young and Old** - It was agreed that this item will take a lot more work, however there are companies that could provide a detailed design of equipment and location map. It was also thought that consultation with residents would be a good way forward.
- Concerns were raised again about the lack of a footpath from the dual carriageway, and people walking at night in dark clothing making them very difficult to see. A suggestion was made that something should go into the next village magazine, warning people to wear something reflective or carry a torch.
- **Outdoor Facilities** - Cllr Bissett stated she was busy completing the application to apply for the grant for fruit trees and hedging. Everyone was reminded that if successful, the maintenance of the trees and hedging would be covered by the grant for 15 years.

AOB.

The condition of the Amenity Land was raised as a concern with Cllr Dyke offering to cut the area, he was reminded that there was an area where the old metal fencing had been discarded and to avoid if possible due to potential damage to equipment.

Cllr Bissett agreed to speak with Ashford homes over the discarded metal fencing, the curbing to the estate, the gated access to the Amenity Land and the street furniture. If there was no action on any of the above the issues would be brought to the attention of Members at the meeting in July

Meeting closed at 19:20

Signed .....Date.....

# Poulshot Community Fund

## APPLICATION FORM

Please complete this form in black ink as clearly as possible and read the accompanying guidance notes to help complete the form.

**SUBJECT OF PROJECT :** Allotment Fencing

### APPLICANTS CONTACT DETAILS:

**Name:** Chris Henwood & Jonnie Hawkins

**Address:** Personal details removed

Email address:

Landline number:

Mobile number:

### PROJECT:

#### Description:

Describe your proposal in full, giving timescales, locations etc.

To provide a permanent fence separating the parish allotments from the rest of Green Gardens to prevent casual access to the allotments by people and animals and provide a more appropriate long-term fence in keeping with the ambiance of Green Gardens.

The proposal is for a post and four rail fence with stock wire on the allotment side following the line of the current temporary fence (but in a straight line) – an image of a similar installation is provided opposite.



**Management:**

If the project is approved describe how it will be handled (i.e. who will manage it, and what your involvement would be).

To reduce the cost overall the intention is that the current allotment holders (the applicants) would order the materials and erect the fence.

Installation could include the use of 'Postsaver' sleeves to guarantee 20 year life on the posts.

[\(https://shop.postsaver.com/product/pro-wrap-standard/\)](https://shop.postsaver.com/product/pro-wrap-standard/)

Installation would take place once the materials have been delivered, with an allowance for bad weather.

The current allotment holders are prepared to make minor repairs/routine maintenance such as re-attaching rails or stock fencing for as long as they remain tenants, up to 15 years maximum.

**Costs:**

Give estimates of cost (including VAT etc. and also any ongoing costs). Please attach evidence of these costs.

A number of estimates have been obtained for 30m of post and rail fencing, the fixings, the post-saver sleeves, and the mesh to make the fence stock proof; these are indicated. The cost does not include labour as the allotment holders are willing to complete the installation. As all timber is pressure treated no ongoing costs are envisaged for the life of the fence approximately 20 years. It is judged that a grant of £850 will cover all the material costs with any surplus being returned to the Community Fund, with receipts for all items purchased.

Suppliers		Kudos Online	Devizes Fencing	Postsaver	Bradfords	MeshDirect	Amazon	Average Cost
<b>Items</b>	<b>Quantity</b>							
<b>Posts</b>	17	£513.90	£182.92		£239.09			£532.49
<b>Rails</b>	34		£241.74		£419.83			
<b>Postcrete</b>	17	£118.83	£85.00		£107.92			£103.92
<b>Postsaver Sleeves</b>	17			£59.98	£48.35			£54.17
<b>Wire Mesh</b>	30m	£84.95	£168.30			£99.99	£110.92	£126.63
<b>Staples</b>	1kg	£8.35			£9.05			£8.70
<b>Screws</b>	5 x 70mm x 200	£23.98			£11.74			£17.86
<b>Delivery</b>		Free	£20.00	£4.96	Free	Free	Free	£12.48
						<b>Average Total Cost</b>		<b>£843.76</b>

**Benefits:**

In your opinion what are the long-term benefits to the Community? Please give your reasons as to how you believe residents of Poulshot may benefit.

Separating the allotments from the remainder of Green Gardens with a permanent stock proof fence would ensure that people enjoying the use of Green Gardens and dog walkers in particular would not have to worry about entering the allotments by mistake. Recently a dog got through two layers of temporary fencing and killed an allotment holder's chicken. It would also keep children separate from the hazards of garden implements and raised beds. It appears that more people from outside the village are using the Green Gardens for recreation and dog walking, for those not familiar with the village the fence would be a very clear indication that public access is not available.

The proposed fencing would be part of the parish amenity that is Green Gardens and the allotments. It would look more aesthetically pleasing than the current temporary fencing, thereby improving enhancing the environment and improving a village amenity.

Additionally, with extra fencing inside the hedges the allotment holders might also be able to secure the area from deer and rabbits that destroy more usual vegetables, such as beans and peas. Currently the allotment holders have to restrict their planting to less appetising vegetables or install yet more layers of protection.

**Area Of Benefit:**

Which of the following categories does the project benefit

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Older People                | <input type="checkbox"/> Young People                              | <input type="checkbox"/> Arts & Culture                       |
| <input type="checkbox"/> Sports & Recreation         | <input type="checkbox"/> Highways & Transport                      | <input checked="" type="checkbox"/> Enhancing The Environment |
| <input type="checkbox"/> Charitable Support & Advice | <input checked="" type="checkbox"/> Village Facilities & Amenities |   |

**Additional Information:**

If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet.

A request was made to the Parish Council in July 2021 for permanent fencing by the current allotment holders . The matter has not been addressed yet. Rabbits are slowly putting holes in the temporary fence that may soon be big enough for animals such as dogs and small deer to enter the area with ease. The cost of installing a permanent fence is too great for the allotment holders to meet by themselves, especially as they are tenants, and a new temporary fence does not change the aesthetics or address the risk of dogs attacking chickens. Moreover, the benefit is to all users of Green Gardens especially as the fence is likely outlast the current allotment holders' tenancies.

**DECLARATION:**

If the person submitting this application is under 18 then the form must be countersigned by an adult.

Signed:

Signed Electronically by Email

Date:

28 June 2024

**Please send, or deliver, the completed application form (with all supporting documentation) as soon as possible to the Chairman of the Parish Council.**

Please note that this application form will be will be open to the public.

If you have any queries, please contact the Parish Council via the Parish Clerk.

You are advised to keep a copy of this application for your own records.

**For internal admin use only:**

Date application received:	
Application reference no:	
<i>Decision date:</i>	Decision:
Date applicant notified of outcome:	