

MINUTES OF POULSHOT PARISH COUNCIL MEETING
Held on Monday 15th July 2013, 7.30pm, at Poulshot Village Hall

<p>PRESENT: A Baber, T Coleman, G Collett, B Hamilton, S Housby, N Hunloke (until item 13), T Nixon Wiltshire Councillor: J Seed Clerk: R Jeffries Audience: 10</p>		
	<p>Welcome to Joanne Eccleston, from the Good Neighbour Scheme. The scheme is administered by Community First, funded by Wiltshire Council. It offers a signposting service to older people to help them to stay living independently in their own homes for longer. It is a signposting service predominately for over 55s. Jo can be contacted at: jecleston@communityfirst.org.uk, 07541 353430.</p>	
	<p>B.Hamilton gave a briefing on the planned new Tactical Landing Zone at Keevil airfield. An extra airstrip is required to maintain training of military personnel and the need for it to be within 50 miles of Brize Norton. The current usage of Keevil is 240 days a year and they do not expect this to increase. There will, however, be more activity on those days.</p> <ul style="list-style-type: none"> • There will be an open day, drop in session at Keevil in September; planning application will be submitted by the end September 2013 with a decision expected by Christmas 2013. • The procurement of contractors will be from August 2013 – May 2014, and construction from May 2014 – Feb 2015. Construction will take place Mon to Fri 0730 to 1830, Sat 0730 to 1300. <p>BH will send details of the briefing to the village news</p>	BH
1.	<p>Apologies & Acceptance of Apologies: All Councillors present.</p>	
2.	<p>Register of Members' Interests</p> <ul style="list-style-type: none"> • There were no further business interests to record at the meeting. • Login details for online registration of business interests have been circulated to all Councillors prior to the meeting. 	
3.	<p>22.13/14 Standing Orders – AB to contact previous Clerk about existing standing orders. Working party to form to revise/draft new standing orders: T Coleman, A Baber, B Hamilton and S Housby. Clerk to forward draft templates of standing orders if existing ones cannot be located.</p>	Clerk/T C/AB/B H/SH
4.	<p>Chair's five minutes</p> <ul style="list-style-type: none"> • The Chair noted that that the Parish Council has acted in good faith in past decisions. Laws are in force that the Parish Council has to comply with and we cannot be open to judicial reviews. Policies have to be made to create safe procedures to follow. • Village Design statement. See item 16 below. • 23.13/14 Friday August 9th Wadworth Shire Horses begin their annual holiday. The Raven pub has asked for permission for cars to park on the Green. All Councillors in favour. T Nixon to notify pub landlords. 	TN
5.	<p>Public Session</p> <ul style="list-style-type: none"> • A thank you was received for allowing the carriage drive to start and finish on the Green. • 24.13/14 The condition of the pavement between Belle Vue Farm and Mill Lane was raised as an issue, with foliage reported as overhanging the pavement and the 	TC

	<p>pavement tarmac needing repair. Liz Bissett will email TC with the details. TC to forward the details to the Highways Engineer and to JS. It was noted that the pavement also needs new tarmac.</p> <ul style="list-style-type: none"> • 25.13/14 A question was asked about when the decision was taken to instruct Wansbroughs solicitors; how much the statement of account is to date; and how does the council propose to fund litigation when they are challenged? Clerk will report back with statement of account. • 26.13/14 A comment was made about the poor condition of the play area outside of the village hall. It was voted by Councillors to remove the plastic storage container which is broken. G Collett to arrange removal. 	<p>Clerk</p> <p>GC</p>
6.	<p>27.13/14 Agree the Minutes of the Annual Parish Council Meeting held on 13th May 2013: Minutes agreed. Proposed by S Housby. Seconded by N Hunloke.</p> <p>28.13/14 Agree the minutes of the Extraordinary Parish council meeting held on 29th May 2013: Minutes agreed. Proposed by T Nixon. Seconded by T Coleman.</p>	
7.	<p>Wiltshire Council update</p> <p>29.13/14 JS had a site visit with Highways manager to look at the issue of a pavement towards Caen Hill. It was suggested that a surface could be created for people to walk on. It will be necessary to quantify the number of people using it.</p> <ul style="list-style-type: none"> • JS would support an application to the Area Board for damp work to be carried out to the village hall. 	
8.	<p>Roles and Responsibilities of Parish Councillors</p> <ul style="list-style-type: none"> • 30.13/14 The following roles were allocated accordingly: <ul style="list-style-type: none"> • Chairman and Responsibility for management of the Green: Geoff Collett • Deputy Chairman and Co-ordinator for Area Board Meetings: Steve Housby • Highways/Rights of Way: Tim Coleman • Planning: Adrian Baber • Flooding/Safety issues on Parish Council land: Tim Nixon • Finances & Trees: Ben Hamilton • Village Trust liaison contact: Nicky Hunloke. 	
9.	<p>Village Green Matters arising</p> <ul style="list-style-type: none"> • 31.13/14 T Nixon has carried out safety checks, w/c 25/6/13. It was noted that a stop cock at the small gate to the green gardens could be a potential hazard. Clerk to contact Wessex Water and request a site visit. • 32.13/14 One quote to assess the trees on the Green has been received (£375.00). BH to source a further 2 quotes and present to the Parish Council meeting in September. Clerk to check the TPO status of the trees. • 33.13/14 Allotments: a discussion took place about the Parish Council's requirement to provide allotments. 2 parishioners currently work 3 plots. It was suggested that there could be room for an additional plot. TC & NH to investigate and report back to Parish Council meeting in September. One person is currently on the waiting list. 	<p>Clerk</p> <p>BH/Clerk</p> <p>TC & NH</p>
10.	<p>Highways & Rights of Way report presented by T.Coleman.</p> <ul style="list-style-type: none"> • It was noted that Landowners are responsible for their land and watercourses (e.g. ditches) and for the hedges and ditches adjoining their property. • Highways and Rights of Way (byways, bridleways and footpaths) are the responsibility of Wiltshire Council. • 34.13/14 An issue has been raised on the Area Board (no. 244) regarding the requirement for a pavement on Devizes Road (from Sillington Lane to the A361) and 	

	<p>speeding traffic through the village from Caen Hill.</p> <ul style="list-style-type: none"> ○ This issue has been discussed with the Highways Engineer. Wiltshire Council plan to flatten the verges to make it easier to walk on and create gaps at regular intervals so that pedestrians can take refuge. Speeding is deemed by Wiltshire County Council to be within reasonable limits (85th percentile). Request for a review of speed limits is on hold by Wiltshire Council due to their budget constraints. ● 35.13/14 White lines and road markings have been re-painted through the village. ● 36.13/14 Wiltshire Council can supply a team to cut the hedges and clear ditches opposite Corn Close with the permission of the landowner or tenant farmer. This is unlikely to take place until the autumn. ● 37.13/14 Rights of Way: Foliage on footpaths have been cut back. Branches have been knocked off several of the trees and a telephone wire has been brought down in Broad Lane (POUL11). Wiltshire Council has agreed to investigate and to confirm whether vehicles are allowed to use a bridleway. TC to follow up. 	<p>TC</p> <p>GC/TC</p> <p>TC</p>
12	<p>Update on Higher Green Farm Development</p> <p>38.13/14 I Sault gave a verbal update</p> <ul style="list-style-type: none"> ● Conditions have been agreed, subject to the decision on affordable housing provision. Pippin is appealing against Wiltshire Council's decision. The Parish Council support the move to not provide affordable housing on the development. Changes in the law are imminent to reduce the requirements for affordable housing in rural area. ● There is a new planning officer in post, after Rob Parker's departure. ● A question was asked about the adequacy of the sewers in Poulshot to withstand a new development. Wiltshire Council planners have consulted with all of the service authorities and sewerage in Poulshot is deemed adequate. ● The other issue is access into the site. In exchange for access to the site, Pippin homes has offered to donate 1¼ acres of land with access adjoining the development. ● The money which Wiltshire Council will receive under Section 106 must be used for recreational purposes. It is hoped that this money can be used by the village. Councillors' views were sought on how this money could be used and the majority supported the idea of extra land for the village for recreational purposes. 	
13.	<p>Village Hall – damp repairs.</p> <ul style="list-style-type: none"> ● 39.13/14 There is rising damp in the walls and no damp course in the structure of the building. Contractors recommended having a French drain dug around the outside of the Village hall to help with drainage. ● The Parish Council were asked to fund the work outside of the Village Hall, i.e. the French drain. ● The Parish Council gave permission for the work to be carried out on Parish land but have not yet agreed to contribute to the cost. JS suggested approaching the Area Board for a grant (towards new projects). The Parish Council would support such an application from the Village Hall Committee. ● C.Saunders was requested to provide 3, like for like, quotations for the work, to A Baber before the next Parish Council meeting in September. Quotes to be received no later than 6/9 /13 for consideration at September's meeting. 	<p>AB</p>
14.	<p>Request to use the Green for a wedding reception</p> <p>Action: Clerk to seek formal proposal for wedding plans and report back to next meeting.</p>	<p>Clerk</p>
15.	<p>Conditions for hiring the marquee</p> <ul style="list-style-type: none"> ● 40.13/14 It was agreed that the marquee can only be hired by people who live in 	

	<p>Poulshot, as this was a stipulation of the grant by the Area Board who part funded it.</p> <ul style="list-style-type: none"> • 41.13/14 A charge will be made for hiring the marquee to help recoup capital costs. The hire fee will be £100, with a deposit of £500 payable in advance. • 42.13/14 Clerk to investigate the situation regarding insurance. There may be an additional charge to the hirer. • 43.13/14 Working group required to prepare policy on the use of the marquee, to include a letting agreement 	Clerk										
16.	<p>Village Design Statement</p> <p>44.13/14 A Village Design Statement would give Poulshot support in helping to shape future housing developments, ensuring that they are in character of the village. Steve Pope-Baron has volunteered to produce a Village Design Statement. All key groups will be liaised with and all villagers will be consulted. Proposed by S Housby, seconded by T Nixon. All Councillors were in favour to support the production of a Village Design Statement. S Housby to invite Steve P-B to the next Parish Council meeting to discuss starting the project and to suggest that he write an article for the Parish magazine.</p>	SH										
9.	<p>16.13/14 Financial Matters</p> <ul style="list-style-type: none"> • The following payments were authorised. Proposed by S Housby, seconded by T Coleman <table border="1" data-bbox="256 795 1257 999"> <tr> <td>Clerk's salary</td> <td>152.66</td> </tr> <tr> <td>HMRC NI/Tax</td> <td>38.16</td> </tr> <tr> <td>WALC: new Councillors' training courses</td> <td>186.00</td> </tr> <tr> <td>J.S Weeks – Internal Audit fee</td> <td>90.00</td> </tr> <tr> <td>Grass cutting – The Green</td> <td>1000.50</td> </tr> </table> <p>Clerk will liaise with B.Hamilton regarding the budget and finances.</p>	Clerk's salary	152.66	HMRC NI/Tax	38.16	WALC: new Councillors' training courses	186.00	J.S Weeks – Internal Audit fee	90.00	Grass cutting – The Green	1000.50	Clerk/ BH
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11.	<p>21.13/14 Correspondence</p> <ul style="list-style-type: none"> • PC Emily Thomas supplied a written report on shed/garage thefts that have occurred in surrounding villages of equipment and fuel. 											
	<p>Next meeting –Parish Council Meeting: Monday 16th September 2013, 7.30pm</p> <p>Future meeting dates - Monday 18th November 2013, Monday 20th January 2014, Monday 17th March 2014, Monday 19th May 2014</p>											

A reminder that all requests for work/or goods should be presented to the Parish Council first for authorisation.

Signed: Chairman Date: