

**POULSHOT PARISH COUNCIL**  
 PARISH COUNCIL MEETING 6st June 2017, 8:00 PM  
 THE VILLAGE HALL, POULSHOT  
**MINUTES**

**Present** Cllr. Geoff Collett (Chairman) [GC] Cllr. Steve Housby [SH] Cllr. Adrian Baber [AB] Cllr. Ben Hamilton (Vice Chairman) [BH]  
 Cllr. Tim Jalland [TJ] Cllr. Mike Wilson [MW] Cllr. Sam Wright-Hurn [SW]

**Apologies**

**Also Present** Members of the Public; Elizbaeth Martin (Parish Clerk) [EM] Cllr. Jonathon Seed (Wilts. Cllr.) [JS]

**Meeting Commenced At 8:10 PM**

<p><b>17/18/023</b> Apologies for absence.</p> <p>Nil</p>	
<p><b>17/18/024</b> Declarations of interest</p> <p>None disclosed</p>	
<p><b>17/18/025</b> To Agree Dispensations for the forthcoming year [V]</p> <p>Agree Dispensations for discussion and voting on the setting of the precept                  [BH Proposed. SH Second. Agreed]                  Resolved That the Dispensation for discussion on the precept by all members be accepted</p>	<p>**</p>
<p><b>17/18/026</b> To Agree the minutes of the last meeting of the Council [V]</p> <p>7th March 2017 – Reviewed and accepted</p> <p>[BH Proposed. AB Second. Agreed]                  Resolved That the minutes be accepted</p> <p>9th May 2017- Reviewed and accepted with amendments                  Item 17/18/010 stated that TJ would be the Chair of the PCF on behalf of the Council. This action is not permitted as stated in the Terms of Reference for the Committee. The amendment made is to show TJ the interim Chair (by default as the only PPC member) until the PCF meeting is held and the Chair of the committee is properly voted on.</p> <p>Item 17/18/018 amended to show that MW had asked for formal training to be provided to the Clerk of the Council. This had not been noted. It has now been amended to show this was discussed.</p> <p>[SH Proposed. GC Second. Agreed]                  Resolved That the minutes be accepted as amended</p> <p>Action: EM To modify and re-release the minutes</p> <p>1 June 2017 – Reviewed and accepted with amendments. It was noted that the Council did not follow the proposed agenda on the 1 June 2017 and therefore a vote was taken that had not been proposed originally. The original vote had been to accept or deny the telegraph poles that had been placed on the green for implementation of the broadband. The Council has 90 days to write and oppose this action once a vote has been taken. However, the Council changed the proposal to seek alternative options for getting the broadband to the South end of the village.</p> <p>[BH Proposed. GC Second. Agreed]                  Resolved That the minutes be accepted as amended</p> <p>Action: EM To modify and re-release the minutes</p>	<p>**</p> <p>**</p> <p>EM</p> <p>**</p> <p>EM</p>

**17/18/027** Chairman Announcements

Looking forward to working into the next four years. One area that will be a proper focus for the Council will be to ensure that formal training courses for each Councillor and the Clerk is a priority.

**17/18/028** Police report

None received

**17/18/029** Wiltshire Councillor's Report

(Due to schedule constraints Cllr Seed gave his update officially following item 3, declarations of interest)

J Seed expressed what a busy time it has been over the campaign time and how nice it is that campaigning time has begun to conclude. From the outcome of the election J Seed is no longer the area board chairman but now sits with the Cabinet in National politics. J Seed told the Council that he is looking forward to the next few years in this role but is also aware of the difficult decisions with funding that are due to be addressed. In Wiltshire it is likely that leisure and libraries may see some affect of the funding cutbacks. However, Wiltshire is very lucky as volunteers already involved are invaluable. Parish life will see more movement of responsibilities down to local communities to preserve the work in each Parish. This is due to the fact that Wiltshire is very limited in raising the precept and work needs to continue. The General Election is coming and the results are pretty unpredictable. Cllr Seed expressed how impressed he was with the Annual Parish Meeting and how each group is working together. Poulshot should be proud of the turnout for the night and information provided in each report. Working together is very important and will become even more so as budgets continue to tighten. J Seed addressed the issue of the telegraph poles and installation of broadband again saying that it is good to see the community pulling together to accomplish an appropriate outcome. It would appear that a ball was possible dropped in Wiltshire in terms of gaining the appropriate permissions or communications with the local Council but still offered any help if it is needed. J Seed concluded with information that he also holds the flooding portfolio for the county and had addressed a local flooding issue this evening reported down Hay Lane at the Gravina's which was suggested to be under control.

No questions were asked from the public.

**17/18/030** Public participation – for up to fifteen minutes, three minutes per person

A Parishioner asked if it would be possible to record the meeting (audio) for purposes of accuracy for the minutes. The Council agreed in principle to try this for a future meeting.

**17/18/031** Annual Parish Meeting – to consider any points raised from the preceding meeting to be considered for future Agenda.

MW – would like to ensure that allocation of funds for a metro count are considered

Village Trust – will ensure that the pond trimming is not booked in until appropriate communication has been provided to the Council.

There is also a query over who owns the pond outside 62 The Green. BH to liaise with Thomas and Caroline Morison to make inquires over the deeds of the property. Historically the Parish Council has maintained this area

**17/18/032** Planning matters – to receive those decisions notified and to consider applications received

No new applications received for review. Two outcomes from Wiltshire Council

17/04360/TCA – Mrs Caroline Morrison – Tree Maintenance – Wiltshire Council approved – No Objections

17/02902/VAR – Mr & Mrs Buckley – Wiltshire Council approved with conditions, To allow for variation of Material and allowed revision of drawings/changes. Final Decision

**17/18/033** To ratify the exchange of contracts for the Sale of Freehold Land with vacant possession conditional on de-registration of the village green and the grant of a right of way by HGF Homes Ltd to Poulshot Parish Council. [V] to accept the contract as signed.

Poulshot Parish Council and Higher Green Farm Development have exchanged contracts for the Higher Green Farm site. The Council ratified the decision of exchange.

[MW Proposed. SH Second. Agreed]

Resolved To ratify and accept the document as signed

**17/18/034** Roles and Responsibilities – To identify a councillor to pair with the Clerk for items pertinent to

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Highways; being one of the key contact points for Highways

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Steve Housby agreed to be the Councillor as elect as point of contact for issues surrounding highways.

Rights of Way; being the representative nominated as the Rights of Way Officer

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Ben Hamilton agreed to be the Councillor elect, as point of contact for issues surrounding the ROW.

Broadband; being one of the key contact points for Broadband rollout to those areas not currently served within Poulshot

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Mike Wilson agreed to be the Councillor elect as point of contact for issues surrounding the Broadband

**17/18/035** Operations Review

Review of memberships and subscriptions of the Council and staff to/of other bodies [V]

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Memberships and Subscriptions were reviewed.

Currently the Council hold three memberships or subscriptions as the following:

WALC – Wiltshire Association of Local Councils £140.28

Open Spaces – £45.00

ICO - £35.00

[MW Proposed. BH Second. Agreed]

Resolved To accept the subscriptions as they stand for a further year

Health and Safety Policy – to review and sign the Policy Statement (no changes proposed) [V]

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The Health and Safety policy was reviewed and accepted. Members signed the Policy Document

[BH Proposed. SH Second. Agreed]

Resolved To accept the H&S Policy with no amendments

Freedom of Information Policy – to agree the Policy and publication scheme (some changes proposed) [V]

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FOI (Freedom of Information) policy reviewed and a proposal for the addition of a fee of £12 per hour should be applied for further requests.

[MW Proposed. SH Second. Agreed]

Resolved To accept the FOI Policy with the stated amendments

Action: EM FOI fee to be amended (+ website)

EM

Complaints Policy – to review the Policy (no changes proposed)

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The Complaints Policy was reviewed and accepted

[BH Proposed. MW Second. Agreed]

Resolved To accept the Complaints Policy with no amendments

To set dates, time and place of ordinary meetings of the Council for 2017/18 period

The council decided that, for the coming months, meetings should be trialed on a monthly basis to keep meetings shorter and more focussed.

**17/18/036** Financial Review

Review of Standing Orders (no changes proposed)

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Reviewed and Accepted

Review of Financial Regulations (no changes proposed)

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Reviewed and Accepted

Review of assets and Agree changes to Asset Register updated for 2017/18 (four changes proposed) [V]

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Review of the Asset Register with four proposed changes accepted

The Marquee will be removed from the asset register due to damage sustained in 2016, the laptop computer and external hard drive will be removed from the asset register due to its failure in 2016. The Bench placed on the Green by the Cricket pitch in memory of Dan Baber will be added to the register from 2017.

[AB Proposed. BH Second. Agreed]

Resolved To accept the amendments to the Asset Register

To receive a Financial Statement for the year 2016/17

The statement was read to the Council by the Clerk and will be made available for review and further queries if needed

To receive the Internal Auditors report and to sign [Agree] the Annual Return for External Audit [V]

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The report was reviewed and accepted

[MW Proposed. TJ Second. Agreed]

Resolved To accept (for signing) the Internal Auditors report for 2016/17

**17/18/037** To receive an update on prior Actions by the Council

The Council was asked in the May meeting to ensure the Code of Conduct had been reviewed and signed as understood. AB, SH, MW and BH need to submit the signed document of understanding.

The Council was asked in the May meeting to update the Register of Interests with Wiltshire Council as stipulated by Wiltshire Election rules. MW and TJ still need to make these amendments.

The Council was asked in the May meeting to ensure that the Wiltshire Council expense forms had been submitted within 28 days of being elected. The Council was reminded to submit this within the next two days.

**17/18/038** Correspondence and circulars received

The Clerk read out an email received by Mr Gavin Curnow advising the Parish Council of their intent to seek a change of use application with Wiltshire Planning to change the current cottages from residential to retirement living. The Council was made aware that the planning application is likely to be reviewed at the next meeting

**17/18/039** To review Disbursements made since the last meeting and to sign those presented at the meeting

There have been no disbursements since the last meeting.

**17/18/040** To Discuss Items of maintenance.

There was a report of a damaged drain cover on Barley Hill lane. Wiltshire Council has been made aware.

The playground equipment was briefly mentioned as requiring cleaning. This was formally moved to the July meeting for further discussion.

**17/18/041** AOB

TJ raised the importance of trying to get some structure with the Roles and Responsibilities work so that appropriate work may begin.

**17/18/042** To Agree Key messages

Broadband – where are we. Refer to the website and a letter of communication that was placed there for the Village.