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## Minutes of Poulshot Parish Council meeting 17<sup>th</sup> January 2022

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### **Present:**

Chair Cllr Mike Davis, Vice-Chair Cllr Liz Bissett, Cllrs Tim Hues, Caroline Nichols, Dan Scott  
Clerk Richard Culverhouse

Cllr Tamara Reay

**Thirteen Members of the public present.**

### Reference      Agenda items / discussion

- 21/22-97      **Apologies:**  
Cllrs Claire Church and Nina Jefferies
- 21/22-98      **Declarations of interest:**  
Cllr Scott HGF – there is a Stamp Duty invoice to pay, see below ref 21/22-103
- 21/22-99      **To Consider the minutes of the PC meeting 2.11.21:**  
Adrian Baber noted that the subject of any maintenance to Broad Lane had been missed off. It was suggested that Paul Millard was to be written to and ask if Broadway can be improved to the same standard as the rest of the track. Proposed by Cllr Bissett and seconded by Cllr Scott. All agreed
- 21/22-100      **Chairman's Comments:**  
None
- 21/22-101      **Cllr Tamara Reay – Wiltshire Council:**  
Cllr Reay pointed out that WC were setting the Budget, etc and full information will be available on 15<sup>th</sup> Feb. Cllr Reay said most of the budget was going to be spent on Social and Adult care, and recruiting staff.  
The Council recognises that more money needs to be spent on transport, footpaths and speeding issues, such as installing speed watches and metro counts. Cllr Reay also noted the speed at which the cars were travelling through the village whilst sitting in the Raven car park before the meeting.

### **[Please refer to the Poulshot Village News for full information and further details.]**

The Police and Crime Commissioner is drafting up a crime plan, and survey and will be focusing efforts behind crime prevention in more villages. This will be signed off in March this year.

A member of the public asked if Highways included roads, as many still had potholes.

Cllr Reay reminded the public that you can download My Wilts App. Bigger issues need to be reported to Highways. The new Highways Engineer is Matt Perrott.

Cllr Scott suggested looking at the wider Wiltshire Council Budgets, as there is a lot of info on roads, minor roads and footpaths. Although most of the budget has gone on adult care, and it was noted there was not a lot left for transport projects.

Cllr Davis asked what were the 3 major infrastructure projects were, Cllr Reay said they were A350 - M4 J17 Improvement · A350 Chippenham Bypass Improvements –

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Phases 4 & 5 · A350 Melksham Bypass · A338 Southern Salisbury Improvement.  
The Clerk passed comment to Cllr Reay that it appeared the new WCC website had lost some data in the transition.

- 21/22-102 **Planning:**  
PL/2021/11059 - Tree works at 74 the Green had already been decided upon, supported and executed.  
PL/2021/11907 - An extension at 51 the Green was proposed by Cllr Hues and seconded by Cllr Bissett that the Council Support this application. All agreed. Highly complimented by the PC.
- 21/22-103 **Update on Higher Green Farm:**  
A pledge was made to Royds Withy King by Clerk RC to pay an invoice. A letter had been received re Stamp Duty on the 14<sup>th</sup> December but had not been actioned yet. The land transaction had been returned, and a penalty of £100 had been incurred. Cllr Davis to enquire and send an email to Royds Withy King.
- 21/22-104 **Highways:**  
The current Parish Steward is retiring. If any members of the public have any jobs or requests to add on the list for the new Parish Steward, do email the Parish Clerk with details. Last year, a job in Barley Hill lane was completed. The Parish Steward visits Poulshot 6 times a year.  
The dates for the Steward's 2022 visits have been requested.
- 21/22-105 **Village Hall and Playground:**  
The boundaries of the Village Hall and Green were discussed, and who it belongs to. Cllr Davis read out a letter from Wansboroughs Solicitors regarding transferring the titles to the Village Hall, away from the PC. There was a good discussion about the merits and considerations, before councillors agreed to proceed with legal advice. It was up to the PC to instruct any Legal issues or covenants to protect the future. The PC will work with the village hall committee and solicitors to work out the title deeds. The issue of insurance was also discussed as was for the land to be legally transferred with a covenant on it. A long-lease was also suggested as an option. Cllr Davis proposed that this moved forward. Cllrs voted and agreed.  
A member of the village hall committee discussed the play area, and wants to protect the building. Cllr Davis wants the parties to be happy, and he will write to Wansboroughs and wants to move forward.  
Cllr Davis proposed this  
Cllr Hues seconded this.  
The PC commended the Village hall committee for all their efforts and said that the building is now seen as a great improvement and the excellent display of Christmas lights.
- 21/22-106 **Boundary Dispute on Village Green:**  
Cllr Davis requested that the member of the public who is the subject of the boundary dispute, to provide the PC with photographs, documents and more information. None had been received to date. Cllr Davis was informed that the member of the public will provide such documents.
- 21/22-107 **Community Fund:**  
A quarterly update had been received from Savings Champion, showing the balances of the bank accounts. It showed Cambridge and Counties provided the best deal. Some money is to go back into that account, and the Clerk said he can look into that.

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Signatories are needed to transfer any money and to action this. It was noted that the interest had fallen from 0.9% to 0.75%. The Clerk will compile a list of what needs to be done in order to transfer between accounts for the community fund.

### 21/22-108 **Financial Matters:**

- The Clerk had circulated the totals in each of the 3 Parish Council's Bank statements but pointed out that this did not represent what should actually be in the Councils and Community Fund accounts.
- The following amounts for payment were proposed:  
Charlton Baker (November) £12.50 (£10.42 + £2.08 vat)  
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Clerk's salary (November) £146.61  
Clerk's salary (December) £146.61  
PAYE (October-December) £109.80  
Royds Withy King £952 (£802 + £150 vat)  
All agreed
- Audit – The Clerk reported that he had nothing back re the audit. He also has 2 outstanding replies to action to parishioners.
- Cllr Scott and the Clerk have put together a very detailed Budget which was discussed, including updates on the 3 bank accounts; the deposit account, reserves etc. The salary and pension for the new Clerk has risen in the new budget, with a smaller allowance for overtime. It was noted that the new Clerk is to be given the right amount of working hours. Details of the new proposed budget were discussed this included: Allowances, expenses, wages, accountancy and subs. There will be a new training budget which will be useful for the new Clerk and current PC members. The Village hall hire for meetings is a fixed cost, the audit fees are fixed. The budget for grounds and maintenance, such as grass cutting, hedges, fence posts, gates, tree maintenance and pond clearance – is the most significant proportion of PC spend. The new land at Higher Green Farm was discussed, but decided to leave with no maintenance budget for the time being. The website will have a new rolling cost, with a company called Hugo Fox. The water bill is included in the budget. There could be grants for the fete and other Parish organisations plus an extraordinary allocation for the platinum jubilee, Cllr Scott suggested £2 per 304 electors on role in Poulshot. There should be a small VAT recovery, which would work in the PC's favour. Cllr Scott suggested that the allotments could rise from £20 to £25, but a parishioner pointed out that allotments require 12 months notice for any such changes. Cllr Scott discussed the contingency plans, and recommended 20-25% as an in-year sum. Some of the legal guidance was not clear but a council cannot overspend and must hold a deposit account, balance of between 3 and 12 months of total annual spend. PPC current has about 4 months of annual spend available in reserve. There was significant councillor discussion: The proposed maintenance was budgeted at 8k, and had the greatest area for adjustment. It will be difficult to do what the village wants, unless the precept is raised. For example a band D house will be rising significantly. Councillors agreed this was not acceptable, so a balanced judgement and cuts to certain expenditure had to be made. The budget needs to be cut by half, Grass cutting, tree work and pond work – were all areas where reductions were applied. The Village trust has agreed to help out with pond work, which would be a saving. HGF was agreed to be left for now. A member of the public stated that a chain link fence was included in the agreement over HGF. It was suggested by the PC instead of cutting all of the green, that certain areas should be planted with wild flowers, with the aid of the VT. The PC asked if the VT would be interested in

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planting wild flowers in the Hay Lane triangle. The PC agreed less grass cutting can be done if the PC also want tree work and other maintenance, in doing this it made the budget more palatable. The PC will request 3 quotes for grass cutting to consider and tender.

The **Precept** was discussed with Cllr Scott explaining the items. Therefore it was recommended that the Council ask for **£13,450**. Proposed Cllr Scott and seconded by Cllr Bissett. All agreed

21/22-109

### **The Queens Jubilee**

Cllr Davis outlined the local organisations that would be involved. He also outlined the actual events taking place.

£100 is still in the budget from last year's hog roast that didn't happen. This can be used to help fund the Jubilee celebrations in June 2022.

21/22-110

### **Website**

Website – Cllr Nichols was disappointed that not many residents had sent much information or photos for the village website.

21/22-111

### **Update on vacancy for new Clerk**

Cllr Davis reported that Chris Stirland had been interviewed and the Council would like to offer him the position. This was proposed by Cllr Bissett and seconded by Cllr Davis. All agreed. Mr Stirland was present and accepted the position and the Clerk said he would be in touch with him regarding a handover.

21/22-112

### **Correspondence and circulars received:**

It was noted that the Village Trust are planning some great events such as bird box making in the village hall on 5<sup>th</sup> February. Tidying in the Green Gardens. The Clerk reported that two of the three village defibrillators had been chosen to be fitted with a monitor. Discussion arose over the replacement in future years.

Other correspondence had been covered earlier.

21/22-113

### **Items of Maintenance**

Hedge Cutting – two quotes have been received a third was not forthcoming. Following council governance as the cost is less than £1000 the PC need to make a judgement of value for money, as they are doing so based on only two quotes. The quotes received were for £210.60 and £350.00. All Cllrs agreed the lower quote was value for money. Cllr Bissett proposed, Cllr Hues seconded. The Clerk was instructed to instruct the chosen contractor and to inform the Village Trust of the dates so they could work together on tidying the Green Gardens.

### **Key Messages**

The Budget will be available for all residents to see in the next few days.

### **Next Meeting**

Tuesday 1<sup>st</sup> March, 7.30pm