

# POULSHOT PARISH COUNCIL

## SUMMONS to an EXTRAORDINARY MEETING

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

21<sup>st</sup> October 2024

Dear Councillor,

You are summoned to attend an extraordinary meeting of Poulshot Parish Council on Friday 25<sup>th</sup> October, 6.00 pm in the Hunloke 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 blue ink, appearing to read 'Mike Davis', written over a horizontal dashed line.

Cllr Mike Davies  
Chairman

# POUSHOT PARISH COUNCIL

EXTRAORDINARY PARISH COUNCIL TO BE HELD IN  
THE HUNLOKE HALL

ON

FRIDAY 25th at 6.00 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-** To hear public comments / questions.

No decisions or arrangements will be raised in this section unless the issue is listed on this Agenda. You will be allowed a maximum of 3 minutes. Maximum of 15 minutes allowed in total.

## 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 - Attached

To confirm as a true record the Minutes of the meeting of the Parish Council held on 10<sup>th</sup> September 2024. The attachments will form part of these main minutes but will not be redistributed with this Agenda.

### 4. Permission Request for use of the Green Garden

Permission request form attached, for the use of the Green Gardens for Fireworks on the 3<sup>rd</sup> of November 2024 from 17:00 to 19:00.

### 5. Grant Application for Fireworks

Grant application attached from the Fireworks Group (with help from the Village Hall Trust), requesting £600 for fireworks and £150 for hot dogs, and beverages. £750 in total.

### 6. Date of next Meeting

14<sup>th</sup> November 2024

# POULSHOT PARISH COUNCIL

**MINUTES OF  
FULL COUNCIL MEETING  
HELD IN THE VILLAGE HALL  
TUESDAY 10th SEPTEMBER 2024 AT 7.30 PM**

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

**OFFICER:** Jeannette Young (Clerk)

**PUBLIC PARTICIPATION:** 3 members of the public were in attendance.

Items raised were as follows; -

- On behalf of the Village Trust, thanks were extended to Wiltshire Councillor Tamara Reay and Cllr Claire Church for attending plaques being placed on the trees, there are 2 more plaques to be installed at a later date.
- Confirmation was given that the dead tree will be replaced.
- 16<sup>th</sup> November is the date set aside for pond clearance.
- Bat Walk with an ecologist on 28<sup>th</sup> September at 18:30 to start at the Village Hall.
- A kind offer of help regarding the allotment fencing was extended to Cllr Dyke,

**49/24/25 Apologies**

Apologies were received from Cllr Scott and Cllr Jeffries. Cllr Dyke was also absent

**50/24/25 Declarations of Interest**

Cllr Hues declared an interest in item 9 and stated he would not be voting.

**51/24/25 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 13<sup>th</sup> August 2024 as a true record. The Minutes were duly signed by the Chairman - Cllr Davis.

**52/24/25 Dispensation Request.**

After much consideration and positive comments on the work Cllr Scott does for village, the costs he saves everyone by undertaking the RFO role, and

## POULSHOT PARISH COUNCIL

how the Parish Council has received another clean audit this year. An agreement was reached, followed by a proposal from Cllr Davis, seconded by Cllr Hues and a **UNANIMOUS RESOLUTION** to grant Cllr Scott a six-month dispensation from attending meetings due to his personal work commitments.

### 53/24/25 Chairmans Announcements

- **Openreach –**

Installation of Fibre across the Green is due to take place on the 17<sup>th</sup> September. Cllr Church agreed to monitor the installation.

- **Townsend Farmyard Development –**

The published draft minutes read as follows ;-  
Resolved

To GRANT permission for the redevelopment of redundant farmyard to provide 14 'net zero' dwellings and associated works, subject to conditions [as amended by the Committee] and the completion of a S106 agreement covering the matters set out in the report.

- **The Gypsies and Travellers Development Plan-**

Document consultation is open until 5pm on Friday 4 October. Engagement events are being held at different locations around the county, with the last of these events – in Royal Wootton Bassett (11th) and Trowbridge (12th) of this month. The Chairman also confirmed there was an online consultation portal that could be found on Wiltshire Councils website at; / planning-gypsy-travellers

- **Cricket Match**

The Cricket match for young people was cancelled at the end of August, so the donation will be refunded at the end of this week.

- **The ROSPA on the Play Area –**

ROSPA has been completed and the main advice was -

- Rocking horse - The item is not compliant with the requirements of the relevant standards. If it remains the bench must be removed.
- Toddler Swings - replacement of seat that has corrosion.
- Removal of Moss on all surfaces within the play area.

The Chairman asked that a working group meet to discuss the whole document and its findings, before making recommendations to the next Council meeting.

- **Remembrance of respected residents**

- The Chairman expressly requested that condolences be extended to the family following the bereavement of the late Mr and Mrs Hues. Their passing was a sad loss to the village. Gratitude and thanks were voiced over the 35 year service Mike Hues had generously given to the village.

## POULSHOT PARISH COUNCIL

- The passing of another well respected resident of the village Mr Ivor Butler was announced, and condolences were extended to his family also.
- **Aubreys Yard**  
Numbers 7, 8 and 9 have not yet sold

### **54/24/25 Police Report**

The attached Policing Report from August 2024 was noted.

### **55/24/25 Update from Wiltshire Councillor Tamara Reay**

Cllr Reay had previously sent apologies but had kindly submitted the following report that was read out by the Chairman. The report was duly noted.

#### **Gypsies and Travellers Development Plan Document consultation - open until Friday 4 October.**

The draft Gypsies and Travellers Development Plan Document sets out how we propose to plan growth for the housing needs of Gypsies, Travellers and travelling showpeople in Wiltshire up to 2038. To enable people to find out more about the Development Plan Document and ask questions, the council is holding five engagement events at different locations around the county in September where people can drop-in to find out more, and one online engagement event. Locally, sites are proposed at Rowde (10 pitches) and Whistley Road, Potterne (2 pitches).

People can read the Gypsies and Travellers Development Plan Document and supporting consultation documents on the council's website and at the main council offices at County Hall, Trowbridge, Monkton Park, Chippenham, and Bourne Hill, Salisbury. The plan will also be available in many Wiltshire Council libraries. A drop in consultation event took place in Devizes library last Thursday. Gypsies and Travellers Development Plan Document consultation begins today, with engagement events to start next month - Wiltshire Council

#### **Devizes Public Spaces Protection Order consultation - closed on 25 August**

A PSPO will give WC powers to tackle anti-social behaviour in the town. In this instance, it is related to increased reports of street-drinking in the town. If a PSPO is introduced in Devizes following the consultation, anyone found to be in breach of the Order could be issued with an on-the-spot Fixed Penalty Notice. Devizes Public Spaces Protection Order - Wiltshire Council

#### **Wiltshire Council held a webinar for people to find out more about the Government's proposed changes to the National Planning Policy Framework.**

If the changes progress in the form that they are proposed, it would mean a significant increase in the number of homes that have to be built, with an 81% increase in housing targets in Wiltshire. The changes also propose the abolition of the four-year Housing Land Supply introduced by the previous Government, reverting to a five-year Housing Land Supply, which may affect

## POULSHOT PARISH COUNCIL

our ability to refuse inappropriate speculative housing applications. The proposed changes will introduce a new standard method for assessing housing needs and will make this figure mandatory to ensure Local Plans are ambitious enough to support the Government's plan to deliver 1.5 million new homes this parliament. The Government's consultation will close at 11.45pm on Tuesday 24 September 2024.

### **Solar Together - extended to Friday 13 September 2024.**

This will allow more time for people to register their interest and take advantage of considerable savings on solar panel, battery and EV charger installations from qualified installers.

The lower cost of the product and installation is made possible by iChoosr holding a reverse auction with vetted installers who compete to offer the group of residents who have signed up the best price. Across the country, iChoosr have helped facilitate over 33,000 installations with 10-25% average savings against the market average. The auction for qualified installers to compete to offer the best prices for carrying out all installations across Wiltshire and Swindon has now taken place and EE Renewables and Infinity Renewables have been selected. The price achieved for the average 14-panel system is 39% lower than the typical market price for an equivalent system in the last six months.

### **Caen Hill**

I am aware that there was a traffic collision on Caen Hill yesterday. I hope that there were no serious injuries. This location (together with Black Dog) has been identified as a collision black spot by Wiltshire Council and additional funding allocated for interventions. Highways Officers have been asked to provide an update on progress with these projects for the next meeting of the Devizes Area Board, which is next Monday at 6:30pm.

### **Townsend Farm flooding**

The Area Highways Engineer has told me that there is a jetting machine programmed to clear and jet the system next week. If the crew find any issues with the system these will be addressed. The area was inspected recently and there was no risk to properties, the only area that was under water was the apron outside of the farm. the gullies on the farm side were holding water however, the gullies on the stables side were all working.

The system outside 188 Poulshot Road is also scheduled to be jetted and cleaned. This system is not directly linked to the system outside of the farm as it discharges into the ditch at the junction to the church. There was no flood at this location at the time of the inspection.

## **56/24/25 Planning Applications and Decisions**

The following application was considered along with the comments and recommendation from the Planning Working Group. It was therefore: -

## POULSHOT PARISH COUNCIL

<p>Application No: PL/2024/07227 – Higher Green Farm Application Type: Removal/variation of conditions Proposal: Variation of condition 24(b) (approved plans list) relating to application K/59951/F Site Address: Higher Green Farm, Poulshot Road, Poulshot, Devizes, SN10 1RW</p>	<p>Proposed by Cllr Church, seconded by Cllr Davis and UNANIMOUSLY AGREED that there was an element of surprise at not being informed of the changes during the building of the houses and a disappointment that permission had not been requested earlier instead of the retrospective application.</p>
<p>Application Ref PL/2024/07755 – Proposed Works to Trees in a Conservation Area Address: 59 THE GREEN, POULSHOT, DEVIZES, SN10 1RT Proposal: T1 - White Beam tree - Crown raise required to allow general garden work and also reduce the weight on the main trunk. T2 - Conifer - Removal of damaged limbs/branches, approximately 7 in total. will not effect the amenity value of T2.</p>	<p>Members agreed there were no Objections.</p>

### 57/24/25 Wiltshire Council Highways Improvement Request Form.

The received request to provide comments on the application form for the provision of a rural cycle path from Poulshot to Devizes, received mixed comments. Whilst it was thought in theory it would be a good route to Devizes, there were concerns about landowners not being approached prior to the form being submitted and the tarmacking of footpaths across privately owned fields and the change of use. After further discussion about alternative routes it was proposed by Cllr Davis, seconded by Cllr Bissett and **AGREED** that although Members would use the suggested route if it was implemented, their preferred option was for a specific safe crossing of the dual carriageway,

## POULSHOT PARISH COUNCIL

allowing walkers and cyclist to safely cross and use the route along the canal into Devizes.

This agreement will be submitted to the meeting of Wiltshire Councils, Local Highways and Footpaths Improvement Group (LHFIG) for consideration at their meeting of 22nd October 2024.

Cllr Hues abstained from the vote.

### **58/24/25. Higher Green Farm Development– Advertising Board.**

Following contact with Ashford homes regarding a permission request for the temporary advertising sign on Village Green Land. Members considered giving temporary permission with some conditions attached. It was therefore proposed by Cllr Davis, seconded by Cllr Church and **UNANIMOUSLY AGREED** to give temporary permission for the advertising sign positioned on Village Green, outside of the development at Aubreys Yard until the end of the year, this being 31<sup>st</sup> December 2024 on condition that a meeting be arranged with Ashford Homes and Cllrs Davis and Church, to further discuss outstanding issues, conditions and support for the village.

### **59/24/25 Updates from Members on Delegated Actions**

#### **59/24/25.1 Tree Survey - Cllr Davis**

Cllr Davis stated a third quote was still being chased and having received no response to the initial email, requested Cllr Bissett to make further contact with Idverde .

#### **59/24/25.2 Tree Grant – Cllr Bissett**

Cllr Bissett, explained she had recently received a quote for submission with the grant application. There was no guarantee that the grant application to Great Western Community Forest would be successful, however if it was the Grant would cover all the items on the quote and further maintenance of the trees and hedges for 15 years.

#### **59/24/25.3 Bus Shelter – Cllr Dyke**

Cllr Dyke was absent

#### **59/24/25.4 Allotment Fencing – Cllr Dyke**

Cllr Dyke was absent

#### **59/24/25.5 Speed Indicators (SIDs) – Cllr Church**

Cllr Church explained that the speed indicators needed to go to Wiltshire Councils Local Highways and Footpaths Improvement Group. It was confirmed that if she sent through the details of the planned SIDs the Clerk would send a request that it go on to the next LHFIG meeting on the 22 October 24.

#### **59/24/25.6 Broadway Lane -LHFIG – Cllr Church**

Because of an area change for the local Wiltshire Council Rural Officer, Cllr Church had been directed to another Rural Officer, whom she had emailed but was still waiting for a response. Cllr Church stated that she would chase.

#### **59/24/25.7 Jubilee Creditors – Cllr Jeffries**



## POULSHOT PARISH COUNCIL

Cllr Jeffries had sent apologies. Clerk to ask Cllr Jefferies if emails had been sent to all Creditors. At this point Cllr Hues confirmed that as one of the creditors he did not want his donation returned.

### 60/24/25 Allotments

It was noted that two allotment plots will become vacant at the end of September, and that these two plots be initially offered to the person on the waiting list on confirmation that they live in the Parish.

### 61/24/25 Finance Report and Bank Balances

Members received and **NOTED** the 10th of September 2024 spreadsheet showing Bank balances of the Parish Account £19,175.86 and Community Fund £122,163.13 collectively standing at £141,338.99.

### 62/24/25 Financial Expenditure.

Members considered the expenditure report, of the 10<sup>th</sup> September 2024 with payments totalling £1,646.34 and credits of £132.24 listed, it was therefore proposed by Cllr Bissett, seconded by Cllr Hues and **UNANIMOUSLY AGREED** to approve the expenditure report of September 2024.

Members also noted the following

- The request approved at the 16<sup>th</sup> July meeting (m.n. **44/24/25**) to transfer the excess funds from Cambridge and Counties is working the 31 day notice period. The funds will be credited to the Community Funds Lloyds Savings account, when received.
- The authorised moneys for tree work has not been spent.
- The invoice for election fees has not been received.
- The Village Hall has still not issued invoices for use of the Hall (last invoice was for March). Invoices for May x2, July and now September are outstanding.

Members also consider transferring the unclaimed Jubilee donations so they can be removed as creditors (GBP190.43). These funds have remained on the creditors account since FY 2022. Although creditors have been contacted previously no correspondence has been received. It was therefore proposed by Cllr Davis, seconded by Cllr Bissett and **UNANIMOUSLY AGREED** to contact the creditors with a chasing email, if no response is received within 30 days of the email being sent the remaining moneys would be removed from the creditors account into general funds.

Further to the above agreement Cllr Hues verbally stated again that Lodge Farm did not want a refund of their provided donation.

### 63/24/25 Date of Next Meeting

Due to concerns over attendance on the next planned meeting of the 12<sup>th</sup> November 2024, it was proposed by Cllr Davis, seconded by Cllr Bissett and

**POULSHOT PARISH COUNCIL**

**UNANIMOUSLY RESOLVED** to hold the next meeting on Thursday 14<sup>th</sup> November.

Meeting ended at 20:50

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

**POULSHOT PARISH COUNCIL**

**PERMISSION TO USE THE VILLAGE GREEN AND THE GREEN GARDENS FOR AN EVENT**

Poulshot Village Green and the Green Gardens (hereafter referred to as 'the Green') are owned by Poulshot Parish Council on behalf of the village. They are areas for the enjoyment of the whole community and are surrounded by residential properties. The Parish Council is responsible for managing the use of the Green for Events.

**REQUESTS FOR USE OF THE GREEN**

- All requests for use of the Green must be made in writing to the Parish Clerk at least 2 months prior to any event-taking place. Any other request will be at the discretion of the Parish Council.
- The Green may only be booked by Poulshot residents or those with a close association with Poulshot.
- The Green may only be used for private events. Any request of a commercial nature (e.g. fund-raising for a local charity) will be considered on their merit.
- All requests must detail the exact nature of the event to take place.
- The Green is the responsibility of the user throughout the event and this includes:
  - Ensuring the event is properly supervised.
  - Ensuring that local residents are not troubled in any way (e.g. through rowdy behaviour, loudspeakers, bright lights)
  - Ensuring that no damage takes place as a result of the event.
  - If in the opinion of Parish Council any damage has been caused, then this will be rectified at the expense of the user.
  - Ensuring Public Liability Insurance (if required) is in place. A copy to be provide to the Parish Council prior to the event.
  - Ensuring any Liquor or Public Entertainment License (if required) is in place. A copy to be provided to the Parish Council prior to the event.
- No vehicles are allowed on the Green without the prior permission of the Parish Council.
- No overnights stays are permitted on the Green (no camping, no caravans). Everyone must leave the Green by Midnight at the latest.
- No charge may be made by the user for any event on the Green without prior consent of the Parish Council.
- All rubbish to be removed from the area immediately after the event.
- Any pre-event work requested (e.g. grass cutting) will be charged.
- Any post-event work (e.g. litter clearance) required will be charged.

Name of the Event:	Poulshot Fireworks 2024	Date of Event:	3rd November 2024 1700 to 1900
Signed by the Hirer:	Personal Information redacted.		
Organisation:	Poulshot Fireworks 2024	Signed on behalf of	Poulshot Parish Council:
Address of Hirer:	SN10 1RT		
Email:			
Telephone Number:			

GRANT APPLICATION FORM

If you are completing this form by hand, please complete all sections using black ink to enable this form to be photocopied.

Name of Organisation:	Poulshot Firework Display 2024													
What does your organisation do?	With the help of the Village Hall, organise the annual village firework display													
When was your organisation formed?	18 <sup>th</sup> October 20204													
Is your organisation a registered charity? If yes, please give charity number:	No													
Briefly describe the project or purpose for which you require a grant and its link to the community or residents of Poulshot:	A small group of us are planning to organise and run the Poulshot fireworks display in the green gardens on Sunday 3 <sup>rd</sup> November 2024. It will take a similar format to previous years with a medium sized display, fire-pit, hot dogs and drinks. It will be open to all village residents, advertised in the village magazine and facebook page. It will be free to attend with voluntary donations on the night.													
Approximately, how many people in the parish do you expect to benefit from this project?	<table border="1" data-bbox="566 1285 1235 1659"> <thead> <tr> <th data-bbox="566 1285 855 1359">Age groups</th> <th data-bbox="860 1285 1235 1359">Number Benefiting</th> </tr> </thead> <tbody> <tr> <td data-bbox="566 1359 855 1397">Under 18</td> <td data-bbox="860 1359 1235 1397">30</td> </tr> <tr> <td data-bbox="566 1397 855 1435">18-35</td> <td data-bbox="860 1397 1235 1435">30</td> </tr> <tr> <td data-bbox="566 1435 855 1473">36-50</td> <td data-bbox="860 1435 1235 1473">30</td> </tr> <tr> <td data-bbox="566 1473 855 1512">50+</td> <td data-bbox="860 1473 1235 1512">30</td> </tr> <tr> <td data-bbox="566 1512 855 1659">Special or minority groups (please specify)</td> <td data-bbox="860 1512 1235 1659"></td> </tr> </tbody> </table> <p data-bbox="566 1697 1289 1736">Total.....120.....</p>		Age groups	Number Benefiting	Under 18	30	18-35	30	36-50	30	50+	30	Special or minority groups (please specify)	
Age groups	Number Benefiting													
Under 18	30													
18-35	30													
36-50	30													
50+	30													
Special or minority groups (please specify)														
Group Analysis for Benefit.  Under which category you would like your application to be considered?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Village Residents and Groups</li> <li><input type="checkbox"/> Enhancing the Environment of Poulshot</li> <li><input type="checkbox"/> Sports and Recreation</li> <li><input type="checkbox"/> Highways and Transport</li> <li><input checked="" type="checkbox"/> Community Events</li> </ul>													

## POULSHOT PARISH COUNCIL

<p>What is the identified benefit of your proposal?</p>	<p>Traditional community evident, bringing villagers together in a safe, inclusive, fun environment.</p>
<p>What size of grant are you seeking? <i>(The Council cannot make a determination if the amount is not indicated)</i></p>	<p>£750</p>
<p>What is the total cost of the project for which you are seeking a grant? <i>(Please include budget)</i></p>	<p>£750          £600 fireworks (previously been £550, this accounts for expected price increase)          £150 (hot dogs, mulled wine, soft drinks)</p>
<p>If you are not applying for the full amount, please specify where the remaining funds will come from.</p>	
<p>Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation? <i>(including Local Authorities)</i></p>	<p>No</p>
<p>If YES.          Please give the following details:          Please include details of all applications both successful and unsuccessful.</p>	<p>Organisation-          Purpose-          Successful (Y/N)          Amount Received £</p>

## POULSHOT PARISH COUNCIL

<p>Please give details of your organisation's own fund-raising efforts:</p>	<p>We will be raising funds on the evening through collection buckets and donations for food and drink. Historically this has raised approximately £400. Once expenses have been paid any leftover funds will be returned to the fund.</p>
<p>When do you intend your project to start?</p>	<p>Today!</p>
<p>How will you measure the success/benefit of your project?</p>	<p>Number of people attending and feedback</p>
<p>Is your organisation part of, or affiliated to, any national organisation? If yes, please give details:</p>	<p>No</p>
<p>Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)</p>	<p>The firework display has been run successfully by Tim Nixon for a number of years with the support of others. This year he has asked for some assistance in the funding, planning and running of the event. Tim Hues, Nick Church, Jon Warwick and Ian Palframan offered to help, we have held a meeting and made a plan. Historically the fireworks have been funded purely by donations, this has not normally covered the full costs and the shortfall has been funded by the village hall. This year the hope is that that the village trust provides the initial funding with the donations received on the evening then being paid back into the fund.</p>
<p>Have you previously received, or applied for a grant from Poulshot Parish Council?</p>	<p>No</p>
<p>If yes, please give details of amount(s), year(s) and purpose :</p>	

## POULSHOT PARISH COUNCIL

<p>If applicable, please include a brief statement about your safeguarding arrangements and how you keep people safe. You should supply a copy of your Safeguarding Policy and Procedures where you are working with children or vulnerable people. <i>(We reserve the right to receive two references for grant applications involving children and young people and we reserve the right to make checks with safeguarding at Wiltshire Council).</i></p>	<p>A full risk assessment will be done by the Village Hall Committee as per previous years. Following a successful assessment, they would then provide public liability insurance for the event. This has worked in previous years, and we see no reason to change it. The only changes being planned to previous years is a safety barrier being placed around the fire -pit to stop young children getting too close and an additional barrier to stop people falling in the ditch as they leave.</p>
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Please note that if the grant is to be used to purchase costly equipment a statement will be requested confirming insurance of such equipment.

Personal Information Redacted

# POULSHOT PARISH COUNCIL