

## POULSHOT PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF POULSHOT PARISH COUNCIL HELD HUNLOKE HALL ON WEDNESDAY 18 MAY 2022 AT 7.30 pm (IAW LGA 1972 Sch 12 Part 11)

**Present:** Cllrs M Davis (Chairman), Cllrs L Bissett (Vice Chair), C Church, T Hues, N Jeffries and D Scott.  
**In Attendance:** Wilts Wiltshire Cllr T Reay and Mr P Gill (locum Clerk) and 10 Members of the public.

**Public Comments/Questions.** A member of the public offered their thanks to all concerned for the work done to restore the Church Bells. Another member of the public asked a question regarding an unpaid invoice for toilets for the Jubilee Event which Cllr Jeffries agreed to follow up. On request Wilts Cllr T Reay agreed to raise the issue of non-attendance by The Police at Council Meetings to the Local Area Board. In response to a discussion regarding grass cutting of splays etc Cllr Hues agreed to report the issues on the Wilts Council reporting App.

1. **01.22 Election of the Chairman of the Parish Council:**  
There being no other nominations Cllrs **RESOLVED** that **Cllr M Davis was elected as Chairman. Cllr M Davis then signed the Declaration of Chairman's Acceptance of Office.**
2. **02.22 Apologies:** Cllr C Nichols  
**Absent:** None.
3. **03.22 Election of the Vice Chairman:**  
There being no other nominations Cllrs **RESOLVED** that **Cllr Bissett was elected.**
4. **04.22 Minutes of last meeting held on 1 March and 13 April 2022**  
Cllrs **RESOLVED** to agree the minutes as a true record.  
**05.22 Matters arising:** None that do not appear on the agenda
5. **06.22. Chairman's Announcements.** The Chairman announced or spoke on the following:  
He commended the Jubilee Committee and others for their efforts to put on this event.  
The current council has been in place for 12 months and has had to deal with a number of historical issues including two audit challenges which have now been withdrawn, but has cost the Council ££2089.05 +VAT.  
Another issue was a VAT reclaim challenge which has now been resolved in the Council's favour as HMRC has today by email confirmed that the Council were entitled to reclaim the amount of £1,852.00 included in the claim paid out for £2,474.60 on 8/12/20.  
**(Post meeting note: Further emails been received from two HMRC Officers which contradict each other. I have asked the more senior of the Officers to provide the Council with a definitive and legally binding decision on this issue as a matter of urgency.)**  
He commended all of the Cllrs for their efforts to date.
6. **07.22 Adoption of Standing Orders and Financial Regulations:** Having considered the previously circulated Standing Orders and Financial Regulations **Cllrs RESOLVED to readopt the current Standing Orders and Financial Regulations.** **Action: Cllrs Church, Nichols and Clerk**
7. **08.22 Disclosure(s) of Interests and granting of dispensations:** Cllr Scott declared an interest in item 11.2.1 in that it next to his property.
8. **09.22 Finance Report.**  
**09.22.1** Having considered accepting comments & Recommendations contained in previously circulated Audit Challenge Letter (RP/SAAA/WI0187 dated 26 Apr 22) issued by the External

Auditor Cllrs **Resolved to accept the report and that it was to be published on the PC's Website.** **Action: RFO**

**09.22.2** Having considered adopting a previously circulated Action Plan drafted by the Locum Clerk to address the Audit Challenge External Auditors Comments/ Recommendations and Cllr "ownership" and responsibility for updating. Cllrs **RESOLVED to adopt the Action Plan as drafted and that Cllr Bisset was to take "ownership" of the plan and that the RFO was to update it at the end of each month. It was further RESOLVED that as a result of the above resolution the Council must answer "No" to Assertion 4 of the 2021/2022 Annual Governance Statement** **Action: Cllr Bisset & RFO**

**09.22.3.** Cllr D Scott presented the current liquidity statement and bank reconciliation which Cllrs noted and is attached at the end of these minutes. He also explained the lengthy and difficult process by which he had established the baseline figures across FY 19/20 & 20/21. **The Chairman congratulated Cllr Scott on a very difficult job well done.**

**09.22.4** Having considered the appointment of an internal auditor Cllr **RESOLVED to accept that there will be a cost and to give RFO and Cllr Bissett a mandate to find and appoint an Internal auditor.** **Action: RFO/Clerk**

**09.22.5** Having considered a draft Annual Governance Statement for FY 21/22 and having noted the resolution at 09.22.2 above Cllrs **RESOLVED that finalised Annual Governance Statement for FY 21/22 was to be presented at meeting to be held on 28 June 22.** **Action: RFO**

**09.22.6** Having considered the draft Accounting Statements for FY 21/22 Cllrs **RESOLVED that finalised Annual Accounting Statement for FY 21/22 was to be presented at meeting to be held 28 June 22.** **Action: RFO**

**09.22.7** Having considered accepting the recommendation in external auditor Letter regarding agreeing to having a "Limited Assurance Review for FY 21/22 Cllrs **RESOLVED to have a "limited Assurance Review at cost of circa £200.00 + VAT** **Action: RFO**

**09.22.8** Having considered the period for the exercise of public rights Cllrs **RESOLVED that the period was to be set as 30 June 22 to 10 Aug 22 and that the notice was to be posted on 29 Jun 22.** **Action: RFO**

**09.22.9** Having reviewed the risk assessment and insurance levels Cllrs **RESOLVED that the risk assessment and insurance levels were appropriate at this time.** **Action: RFO**

**09.22 10** Having considered confirming bank accounts signatories Cllrs **RESOLVED to make no changes to the signatories i.e., Cllrs Davis, Bisset, Hues and Scott** **Action: RFO**

**09.22 11 Standing order.** Having considered authorising the RFO to set up a SO payable to Charlton Baker for £13.75 in respect of payment for the delivery of pay roll services Cllrs **RESOLVED to authorise the RFO to set up the Standing Order.** **Action: RFO**

**09.22 12 Authorise bills and cheques for payment. Cllrs Resolved to authorise the following for payment:**

Charlton Baker Inv 52774 - Apr 22	BACS	23/PV002	£14.00
PKF Littlejohn - Audit Challenge Correspondence and Letter Response	BACS	23/PV003	£2,517.66
Open Spaces Society - Membership ID 69260	Creditor	22/PV064	£45.00
Charlton Baker Inv 51972 - Mar 22	Creditor	22/PV068	£12.50
Hedge Cutting Green Gardens - RL Dark	Creditor	22/PV069	£201.60
Clerk Salary - Apr 22 (Mr P GILL)	BACS	23/PV004	£144.00

£2,934.76

**Action: RFO**

**09.22.13 Precept.** Cllrs noted the receipt of 1<sup>st</sup> payment of the Precept as **£6725.**

**09.22. 14 VAT.** Cllrs noted the draft reclaim figure for FY 21/22 as **£328.26**

**09.22.15. Community Fund.** Having considered seeking legal advice on the Terms of Reference and what the fund can be used for Cllrs **RESOLVED to seek the legal advice as a matter of urgency and in the meantime to only consider grant requests for capital items**

**Action: RFO**

**09.22.16 Village Jubilee Event.** The RFO reminded Cllrs the Council had at a meeting held on 1 March 22 agreed to contribute £900.00 to this event and that the RFO would pay invoices on receipt which should include VAT details were paid. Cllrs thanked the Jubilee Committee, local business, community groups and all others involved in supporting and delivering the event for the contributions and sterling efforts.

**The above items were all considered IAW LGA 1972 and the Audit & Accounting Regulations.**

9 **10.22 Planning Report:**

**10.22.1 PL/2022/03297.** Notification of proposed works to trees in a conservation area T1- Damson on highway verge. The applicant would like to exercise their common law right to cut back those over-hanging limbs obstructing her existing gated highway access in the north-east corner of their property 62 THE GREEN, POULSHOT, DEVIZES, SN10 1RT.

**10.22.2 PL/2022/03299.** T2 Damson within boundary of 62 The Green. Remove to abate a nuisance (obstructing works to replace fencing) at 62 THE GREEN, POULSHOT, DEVIZES, SN10 1RT

**Having considered the recommendations from the Planning Committee on planning applications PL/2022/03297 and PL/2022/03299 Cllrs RESOLVED that it was not able to make informed comment on these applications as Council questions the accuracy of the locations of the trees as shown in the planning applications and because the ownership of the land on which the trees sit is the subject of a legal dispute. It was further RESOLVED that the Clerk write to Wiltshire Council requesting that any decision on these planning applications be delayed until such times as the Council has received legal advice on the ownership of the land.**

**Action: Clerk**

10. **11.22 Community Matters.**

**11.22.1 Higher Green FARM (HGF).** Cllr Davies reported that he and Cllr Hues had not managed to meet with the previous land owner but is scheduled to take place within the next 14 days.

**Action: Cllrs Davis & Hues**

**1.22.2 Poulshot Village Hall.** Having considered the actions required to complete the transfer of “play area” land to the Village Hall Trust as Resolved at the PC M on 13 Apr 22 and having taking account of the contents of previously circulated email from the Clerk and Wansbroughs Solicitors Cllrs **RESOLVED that Cllr Bissett was now to lead on this matter and to contact Wansbroughs Solicitors to ascertain what is required of the Council in order to complete this transfer. It was further RESOLVED that Head of Terms agreed by the Council on 13 Apr 22 be amended to include a fifth term to cover the long term preservation and general maintenance of the play area railings.**

**Action: Cllr Bissett**

11. **12.22 Correspondents & Circulars Received**

**12.22. 1** Cllr Scott reported that following his correspondence with Wilts Council and the planting of replacement trees on Poulshot Road in that **the** Ash tree will be replaced and that the Elm will be allowed to regenerate naturally. Moreover, he has replied directly to the villager.

**Item Closed.**

**12.22.2. Poulshot Village Trust.**

12.22.2.1 Having reviewed a previously circulated paper from the Village Trust proposing that trees to be planted as part of the Queen’s Green Canopy to celebrate Her Majesty’s Platinum Jubilee Cllrs **RESOLVED to fully endorse the request as presented and to note that there is likely to be future maintenance requirement that will have to be factored into future budget planning.** **Action: RFO & Clerk**

12.22.2.2 Having considered giving permission to the Village Trust to burn the hedge clippings and other organic waste in Green Gardens and noting that the Village Trust is a licensed waste carrier so can carry out the burning with the land owner's permission, burning in situ is also in accordance with Forestry Commission guidance Cllrs **RESOLVED to grant permission to the Village Trust to burn the hedge clippings and other organic waste in Green Gardens in situ and in accordance with Forestry Commission guidance.** **Action: Clerk**

12.22.2.3 Having considered giving permission to the Village Trust to attempt hogweed and cow parsley control in an area of the Green Gardens over a two year project removing the flowering heads from plants in successive years - starting immediately Cllrs **RESOLVED to grant permission to the Village Trust to attempt hogweed and cow parsley control in an area of the Green Gardens starting immediately.** **Action: Clerk**

12.22.2.4 Having considered giving permission to the Village Trust to undertake activities to remove some of the bulrushes and all of the invasive New Zealand Pygmy weed from the ponds on the Green in November (when the Great Crested Newts should not be present) Cllrs **RESOLVED to grant permission to the Village Trust to undertake activities to remove some of the bulrushes and all of the invasive New Zealand Pygmy weed from the ponds on the Green in November.**

**Action: Clerk**

12.22.3 Having considered a previously circulated request from Adrian Griffiths to relocate Village Fire Pit to the Green Garden and having considered advice received from its insurers Cllrs **RESOLVED to direct the H&S Committee to conduct a risk assessment and make recommendations on proposed controls, if applicable, for consideration at the next PC meeting.** **Action: H&S Committee**

12. **13.22 Village Maintenance Matters.**

13.22.1 Cllr Bissett reported that the Parish Steward had on their last visit cleaned signs, emptied drains, filled in potholes at Mill Lane. **Cllrs noted the report.**

13.22.2 Cllr Bissett reported that she had set off the tasking priorities for the Parish Steward but was awaiting confirmation of the dates of the next round visits. **Cllrs noted the report**

13. **14.22 Website Development.** Cllr Church reported that her and Cllr Nichols have started the rebuild of the Website with view to have it up and running by the 12 July 22.

**Action: Cllr Church & Nichols**

14 **15.22 Defibrillator.** Having considered maintenance checks and reporting of checks Cllrs **RESOLVED that Cllrs Bissett and Church between them were to conduct the daily visual checks and monthly physical checks and report the results of the checks via [www.swast.nhs.uk](http://www.swast.nhs.uk).**

**Action: Cllr Bissett & Church**

15. **16.22. Clerk.** Cllr Bissett reported that no applications received with the position to be readvertised. However, she had been in contact with a Clerk of another PC who might consider taking on the job. **(Post meeting note the Clerk in question has declined to take the job).**

16. **17.22 Complaints.**

17.22.1 Having considered adopting a previously circulated draft "Vexatious Complaints Procedure" policy Cllrs **RESOLVED to adopt the policy as circulated.** **Action: Clerk.**

17.22.2 The Clerk informed Cllrs that a complaint had been received regarding bins being left out for extended periods. As the Council has no enforcement Power in this area the Clerk forwarded the complaint to Wiltshire Council which does have enforcement powers under Sect 46 of the Environmental Protection Act 1990.

17. **18.22 Date and location of next meeting.** The next meeting was confirmed as an Extraordinary Finance only meeting to be held at 7.30 pm on Tuesday 28 June with next Ordinary Meeting to be held on Tuesday 12 July 2022 at 7.30 pm.

The meeting closed at 21.15.pm

Signed:

Chairman:

Date:

Account Balances - 18 May 22						
	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals	Treasurer's Balance Before Inter-account Transfers
Bank Balances	£88,406.73	£5,305.22	£1,874.73	£46,264.41	£141,851.09	£85,471.97
Creditors	£83,628.27	£0.00	£0.00	£0.00	£83,628.27	
Debtors	£0.00	£2,238.44	£47,219.48	£31,235.59	£80,693.51	
Balances	£4,778.46	£7,543.66	£49,094.21	£77,500.00	£138,916.33	
	<b>Parish Accounts</b>		<b>Community Fund</b>			
	<b>£138,916.33</b>	<b>£12,322.12</b>	<b>£126,594.21</b>			
				<b>£141,851.09</b>		
					Creditors	Debtors
Charlton Baker Inv 52774 - Apr 22			BACS	23/PV002	£14.00	
PKF Littlejohn - Audit Challenge Correspondance and Letter Response			BACS	23/PV003	£2,517.66	
Open Spaces Society - Membership ID 69260			Creditor	22/PV064	£45.00	
Charlton Baker Inv 51972 - Mar 22			Creditor	22/PV068	£12.50	
Hedge Cutting Green Gardens - RL Dark			Creditor	22/PV069	£201.60	
Clerk Salary - Apr 22 (Mr P. GILL)			BACS	23/PV004	£144.00	
					£2,934.76	£0.00
<b>Community Fund</b>					<b>Movements Required to Split Funds</b>	
<b>31 Mar 21</b>	£125,770.29					
Interest Apr 22	£387.25		Max Balance CF	£77,500.00	-£31,235.59	To Cambridge and Counties
Interest Apr 21	£436.67		Balance of CF	£49,094.21	£47,219.48	To Lloyds CF
	£126,594.21			£126,594.21		
<b>Savings Account</b>		<b>Savings Account</b>				To Savings
<b>31 Mar 21</b>	£2,766.85	<b>31 Mar 22</b>	£ 5,305.13		£ 2,238.44	Contingency FY22/23