

**POULSHOT PARISH COUNCIL**  
 PARISH COUNCIL MEETING 5th June 2018, 7:30pm  
 THE VILLAGE HALL, POULSHOT  
**MINUTES**

**Present** Cllr. Geoff Collett (Chairman) [GC] Cllr. Adrian Baber [AB] Cllr. Ian Gillies [IG] Cllr. Tim Jalland [TJ] Cllr. Sam Wright-Hurn [SW]

**Apologies** Cllr. Ben Hamilton (Vice Chairman) [BH] Cllr. Steve Housby [SH]

**Also Present** Members of the Public; Elizbaeth Martin (Parish Clerk) [EM] Cllr. Jonathon Seed (Wilts. Cllr.) [JS] Police Community Support Officer, Maggie Ledbury [PCSO] Mrs Helen Wright, Support Cllr. SWH

**Meeting Commenced At 7:30pm**

<b>18/19/051</b>	To receive Apologies for absence.  SH, BH
<b>18/19/052</b>	Declarations of interest  SW - 9b, 13a
<b>18/19/053</b>	To approve the minutes of the last meeting  Approved [IG Proposed. TJ Second. Agreed. ] Resolved That the minutes be approved as written
<b>18/19/054</b>	Chairman Announcements  GC told the audience that Joe Baber had sadly passed away. GC said that Joe was born and spent all of his life living in the village. He had a twin brother Dan and took over Dukes Farm when their father retired. When the brothers decided to go their separate ways Joe went to work at the Fire Brigade headquarters in Potterne, and at the training centre in Devizes. Joe was passionate about cricket and an excellent player, playing for Poulshot and Devizes for many years. After retiring, he was involved as an umpire. Joe was one of the nicest amiable chaps you could ever wish to meet. He inherited his sense of humour and story telling from his father. Joe served on the Parish Council for over 30 years and as church warden. He will be sadly missed. The Council sends its condolences to his family
<b>18/19/055</b>	To receive the Police report  There are some roll changes within the community support officer struture. There has been a report of an incident with the community speedwatch group. Maggie offered, if provided dates, to come and support. Poulshot will also be getting their own CSO in the near future. tbc Maggie also talked through the community watch and how you can sign up for messages - details on the website
<b>18/19/056</b>	To receive the Wiltshire Councillor's Report  JS talked briefly on the footpath. He has sent information to EM. Glad to see things moving forward. The footpath (planned improvement) will remain adopted, there will be no break.
<b>18/19/057</b>	Public participation – for up to fifteen minutes, three minutes per person
<b>18/19/058</b>	Planning matters – to receive those decisions notified and to consider applications received  EM told the council that 18/04599/TCA (Trees at Ketama, the Green) had been approved.
<b>18/19/059</b>	Application – 18/04643/FUL - Conservatory at 11 Sillington Lane  No objections
<b>18/19/060</b>	Application – 18/05198/TCA - 15 Poulshot Road. Tree Works  No objections
<b>18/19/061</b>	Application – 18/05052/LBC and 18/04646/FUL - Replacement of Lean-To extension and erection of two story extension to rear (Listed Building Consent). 52 The Green  The council asked for further information on the elevation of the extension. Decision held-over  Action: EM To request further information as not available on planning portal
<b>18/19/062</b>	Poulshot Community Fund

18/19/063	<p>To review and approve an application for a grant of £10,000 on behalf of Poulshot Parish Council to be earmarked towards the cost of the replacement/upgrade of the pavement from Belle Vue farm to Mill Lane</p> <p>The council discussed the issue of the VAT. HMRC has initially said no but this has been appealed.</p> <p>The money will be earmarked pending further clarification on plans and choice of contractor [IG Proposed. TJ Second. Agreed. ]</p> <p>Resolved that £10,000 be earmarked on behalf of the Parish Council towards the cost of the replacement/upgrade of the pavement from Belle Vue farm to Mill Lane.</p>
18/19/064	<p>To review and approve an application for an extension grant of £1,700 for the completion of the Fascia at Poulshot Village Hall to Poulshot Village Hall Trust.</p> <p>AB asked about why this part of the fascias were not done in the last round of work. It was explained that this missed from the first quote/work-plan. [TJ Proposed. GC Second. Agreed. ]</p> <p>Resolved that a grant of £1700 for completion of the fascia upgrade at Poulshot Village Hall be given</p> <p>Action: EM To write to VH Cmttee and send cheque</p>
18/19/065	<p>To review and approve an application for a grant of £500 to fund the purchase of a Fire Pit for the use of villagers, sited in the Green Gardens (but moveable to alternate locations as needed) to be purchased by the Parish Council and managed by Mr Tim Nixon in accordance with his application</p> <p>Grant accepted. [SW Proposed. TJ Second. Agreed. ]</p> <p>Resolved that a grant of £500 for purchase of a Fire Pit for the use of villagers, sited in the GG be purchased by the Council and managed by Mr Tim Nixon in accordance with his application</p> <p>Action: EM To contact the applicant and work through the purchasing process, setup the insurance and hiring agreements.</p>
18/19/066	<p>To review and approve an application for a grant of £1,500 to act as working capital/seed money for organising events at the annual Poulshot Fete to St Peter's Church Fete Committee (money to be separately accounted for)</p> <p>Grant accepted. [IG Proposed. TJ Second. Agreed. ]</p> <p>Resolved that a grant of £1500 to act as working capital for the Poulshot Fete Committee be given</p>
18/19/067	<p>Operations Review</p>
18/19/068	<p>Review of memberships and subscriptions of the Council and staff to/of other bodies</p> <p>No changes proposed</p> <p>Action: SW to look into Open Spaces membership value and benefit.</p>
18/19/069	<p>Health and Safety Policy – to review and sign the Policy Statement for 2018/19 (no changes proposed)</p> <p>No changes proposed</p>
18/19/070	<p>Freedom Of Information Policy – to review the Policy and publication scheme (no changes proposed)</p> <p>No changes proposed</p>
18/19/071	<p>Complaints Policy – to review the Policy (no changes proposed)</p> <p>No changes proposed</p>
18/19/072	<p>Review and Approve Standing Orders (changes proposed)</p> <p>EM ran through the changes. Changes accepted [AB Proposed. Second. Agreed. ]</p> <p>Resolved that the modifications to the Standing Orders be accepted</p>
18/19/073	<p>Review of the Council's Privacy Notice</p> <p>Accepted. Notice is on the website</p>

18/19/074	<p>Review of the Council's Data Management Policy</p> <p>Accepted</p>
18/19/075	<p>To set and re-agree dates, time and place of ordinary meetings of the Council for 2018/19</p> <p>3/7, 4/9, 2/10, 6/11, 8/1, 5/2, 5/3 (2/4) with an Extraordinary meeting on 26/6</p> <p>Financial Review</p>
18/19/076	<p>To approve the Exemption Certificate for the 2017/18 financial year based on the qualifying terms as set by Section 9 of the Local Audit (Smaller Authority) Regulations 2015</p> <p>an EGM will be held June 26th for review and signoff of the audit. EM explained that this would be the councils normal approach but for next year, due to the footpath, its likely a more comprehensive and expensive audit.</p> <p>IG highlighted that the Council needs to help take responsibility for the audit too. EM will return to producing quarterly reviews once the year-end is completed; books are open to inspection at any tme [AB Proposed. SW Second. Agreed. ]</p> <p>Resolved That an exemption certificate for the 2017/18 FY be filed based on the qualifying terms</p>
18/19/077	<p>Review and Approve Financial Regulations (changes proposed)</p> <p>EM ran through the changes. Changes accepted [AB Proposed. SW Second. Agreed. ]</p> <p>Resolved that the modifications to the Financial Regulations be accepted</p>
18/19/078	<p>Review and Approve the Council's Investment Strategy for the Community Fund</p> <p>Investement strategy is acceptable. EM will report back on the update from Savings Champion on the account configuration advised [SW Proposed. IG Second. Agreed. ]</p> <p>Resolved that the investment strategy for the community fund is acceptable</p>
18/19/079	<p>Review of assets and of the Asset Register updated for 2018/19 (no changes proposed)</p> <p>No changes proposed</p>
18/19/080	<p>To receive an update on any other prior Actions by the Council.</p> <p>EM ran through the actions list. EM will remove the consultation meeting for the HGF/Hughes land as no progress. There has been no progress on the grips and no update. The council agrees this needs to be progressed despite the season. GC updated that the Village Hall Car Park prevents wide vehicles making wide turns without cross-cutting the corner of the track at the South end of the Green - this needs more thought</p> <p>Items of maintenance</p>
18/19/081	<p>To approve a contribution payment of up to £230 towards the cost of the Village Hall playground cleaning</p> <p>The council agreed a contribution of £200 [GC Proposed. IG Second. Agreed. ]</p> <p>Resolved that a donation of £200 be given to the Village Hall towards the clearing of the playground</p>
18/19/082	<p>To approve the quote [£100] and work to replace wooden gate post in the Green Gardens</p> <p>The post has been gifted. Tony Price will fix the post, probably later in the year (Sept). Quote of £100 agreed. [SW Proposed. IG Second. Agreed. ]</p> <p>Resolved that Tony Price be engaged to replace the post in the GG</p>
18/19/083	<p>To review disbursements made since the last meeting and to sign those presented at the meeting.</p> <p>None</p>
18/19/084	<p>To consider correspondence and circulars received.</p> <p>None</p>

18/19/085

To Agree Key messages

That the council supports the Vintage Car Evening and the Village Fete