

POUSHOT PARISH COUNCIL

**DRAFT**

**MINUTES OF MEETING HELD IN VILLAGE HALL ON TUESDAY 27<sup>TH</sup> SEPTEMBER 2022 AT 7.30 P.M.**

**(IAW LGA 1972 Sch 12 Part II)**

**Meeting postponed from 13<sup>th</sup> September due to death of Queen Elizabeth Second**

The Press and Members of the Public are welcome to attend.

Present: Councillor Mike Davis (Chair), Councillor Liz Bissett (Vice Chair), Councillor Claire Church, Councillor Tim Hues, Councillor Dan Scott (RFO), Councillor Nina Jeffries (Minutes).

**AGENDA**

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 10 minutes allowed in total

Chair

Members of the public raised the following, which were discussed

- The Village Trust plan to plant 8 trees to make a Jubilee Commemorative walk as part of the Queen’s Jubilee Canopy Scheme.
- The use of village / Community Funds for this project, and that using the funds for a bus shelter or a footpath to Caen Hill may be considered a better use of the funds
- Councillor Bissett noted that the Community Fund application form is available online on the PPC website.
- The VT are planning to plant native British trees; a member of the public noted that there are significantly fewer trees in the village than in his childhood, and suggested it would be good to plant more trees in the village.
- It was suggested that the VT put up a poster / publicise a meeting to share their plans for the tree planting.

1      42.22    To consider apologies.      Chair  
Councillor Caroline Nicholls.

2      43.22    Disclosure(s) of Interest and Granting of Dispensations.  
To receive any declaration of interest by a member in relation to matters to be considered at this meeting and to consider requests for dispensations.      Chair  
Townsend Farm – Councillors Church and Bissett declared interest.  
Higher Green Farm village recreation area – Councillors Jeffries and Scott declared an interest.

3      44.22    To approve the Minutes of the previous meeting held on 12<sup>th</sup> July 2022.      Chair  
Matters arising: for information only.  
The minutes were approved. The minutes were signed and dated by the Chair, Councillor Davis.

4      45.22    To hear Chair’s announcements.      Chair

- The Chair introduced and welcomed the new Clerk, Jeannette Young, who attended the meeting as an observer.
- The Chair noted the departure of long-standing resident Sue Aldridge, who has left the village after 42 years.
- The Chair welcomed the new residents.
- Two recent village events, a Church Tea and an Old vs Young cricket match had both gone very well.
- The Chair raised the issue of the cutting Hay Lane and other lanes in the village and suggested they could be included in the regular cuts by the PPC contracted person. The RFO suggested and the Councillors agreed that this could be included in the budget for next year.
- Smoke from a bonfire had drifted across the village on several days over the previous week. These bonfires had been lit at the stables on Hay Lane, contrary to agreed planning permissions. One member of the public had already followed this up with Environmental Health Officer Peter Nodes, and would pass the details to the Chair in order to follow this up on behalf of the PPC.

5      46.22    Update from WCC Councillor Tamara Reay.  
WCC Councillor Rey shared the following

- Wiltshire Council held Covenant meeting today and updated in plans to support the community in managing the cost of living crisis, particularly for vulnerable families, school holiday funds / programmes, and energy bills. PPC and members of the community asked to pass on any details of vulnerable families they become aware of; pass these details to the Wiltshire Well Being Hub.
- The concessionary bus fare is now available at all times, including peak hour travel.
- Warm and Safe Wiltshire gives out free energy advice.

- The new Wiltshire Independent Living Strategy is working to support independent living for people with learning difficulties or those experiencing mental health issues.
  - WCC has received additional funding from the Home Office to support work against drug misuse.
  - The Wiltshire LHFIG meeting is having a teams meeting 4<sup>th</sup> October; no PPC Councillors available to attend, but it is hoped the new Clerk will be able to do so in future.
  - Councillor Church raised the issues of WCC funding re the Townsend Footpath and of strategies to combat speeding in and through the village. Councillor Reay explained that only 5 – 6 projects are generally approved/worked on at any one time. The Townsend Footpath plans have been deferred due to cost, but PPC could indicate that they would like other projects (e.g. white gates at the entry to the village) to be considered ahead of Townsend footpath. Councillor Reay also suggested that WCC is now giving a higher profile to encouraging people to walk, and so may consider this a higher priority. Councillor Church will follow this up.
  - Councillor Hues suggested that the developers regarding the 2 potential housing development projects in the village may fund / contribute to developments in the village such as new footpaths.
- 6      47.22    Allotments: to approve issue regarding tenancies and future charges. Cllr Scott  
 There are 4 allotments on the Green Gardens. Councillor Scott will send tenancy agreements and renewal letters to the 2 village allotment holders by 1<sup>st</sup> October, informing them of rent for the current year and giving them 12 months notice of proposed rent increase from October 2023. Cllr Scott will time the dates of payment for rents to meet the legal requirements as they cannot be collected more than 3 months in advance. Councillor Scott has investigated allotment rents around Wiltshire. The current rent for Poulshot is £20, and will rise to £30 p.a. from October 2023. This is broadly in line with other comparable allotments. Councillor Davis proposed this be approved, Councillor Bissett seconded and the PPC agreed the rent increase and actions.
- 7      48.22    Planning applications: no new applications received.
- 48.1.22 Update on local housing needs survey. Cllr Scott  
 Councillor Scott continues to follow this up; the results have yet to be released.
- 48.2.22 Update on Townsend Farm. Cllr Scott  
 Councillors Scott and Davis attended meeting with the developers. They have developed an initial scheme and are beginning a consultation process, including to investigate the potential traffic implications of the new scheme. The development will include an existing pond and wooded area, and there will need to be agreement on how this is maintained in the future so there is no ongoing cost to the village. Poulshot is likely to receive Section 106 funding and the parish will be consulted on how to spend this. The developers will come along to the next PPC meeting on 15<sup>th</sup> November to give an update in the public contributions at the start of the meeting.
- 8      49.22    Higher Green Farm: to agree process for appointment of surveyors regarding the Recreation Area boundary fence. Cllr Hues  
 The meeting discussed the need to establish the exact boundaries of the recreation area and liaise with the developer to arrange the installation of the fence by December 31<sup>st</sup>. Some concern was expressed that a new field entrance appears to have been made into what will be the village recreation area. The meeting discussed the process and costs of appointing a surveyor to establish the exact boundary. Following discussion, PPC accepted the generous offer of the resident Adrian Baber to arrange for his engineers to do this; Councillor Hues will liaise with Mr Baber to organise this. Councillor Davis will write to the developer regarding the erection of the fence once this is done.
- 9      50.22    Website: Update. Cllr Bissett  
 Councillor Nichols has completed the new website, and all agreed it should now go live. The notice period and re-direction for the existing website will be discussed at the next PPC meeting on 15<sup>th</sup> November. Cllr Scott noted that the funding for the new website had been agreed at a previous meeting, and he would identify the minutes / date of this to add to the financial record.
- 10     51.22    Receive Finance Report and Bank Balances. RFO  
 The RFO (Councillor Scott) noted
- The Audit review / AGAR is with Littlejohns Accountants
  - They picked up that previous Clerk's expense had been included in staffing but should be elsewhere
  - PPC could decide whether to opt in or out of the Small Authorities Local Auditor Regulators or to continue with current arrangements, in common with the majority of Wiltshire Parish Councils.
  - The Community Fund interest rate has gone up to 2.05%

- 11 52.22 Consider and Approve Financial Expenditure. RFO  
 The RFO talked the PPC through the document (attached) detailing the PPC current financial position; noting account balances, receipt of the PPC Precept Funding, and expenditure to be approved. The RFO listed the payments requiring authorisation (attached) were agreed and would be signed by members of the finance committee at the end of the meeting.  
 As PPC has not had to pay a Clerk for several months, the RFO will request a pro-rata refund from Charlton Baker (who manage the salary payments).  
 The new Clerk has requested a laptop and dedicated phone to carry out her duties; this would be discussed at an extra-ordinary meeting in October (date to be agreed).
- 12 53.22 Balance of Jubilee Celebrations funding. RFO  
 The RFO circulated and discussed the final budget for the Jubilee Celebrations (attached). These had been organised by the Jubilee Committee and the PPC had agreed that the funds could be managed through the PPC in order to ensure and demonstrate financial probity. The final budget showed that the donations from village groups for the Celebrations are considerably in excess of the actual spending. As a member of the Jubilee Committee, Councillor Jeffries would write to all donors offering to return a proportion of their donation (the amount and proportion determined by the original donation). If any groups wished the PPC to retain these funds for future village events, they would be ring-fenced and kept separate from PPC funds generally.
- 13 54.22 Parish Steward: Update. Cllr Bissett  
 Councillor Bissett is in regular contact with the Parish Steward, who is being very helpful and following up on all jobs passed on to her. The maintenance required in Hay Lane is beyond her remit but she will follow it up if she can. The narrowness of the track makes it difficult. It was noted that if this stretch is not done soon it will become very difficult. After much discussion, it was agreed that Councillor Hues will endeavour to have something done over the winter, and Councillor Davis will discuss with Spanswick the possibility of including this in the hedge and green cutting quotes for next year.
- 14 55.22 Community Fund: Update. Cllr Bissett  
 Already discussed in financial update.
- 15 56.22 To discuss and approve request from Poulshot Bonfire Club to hold Bonfire Cllr Jeffries  
 In Green Gardens on 4<sup>th</sup> / 5<sup>th</sup> November.  
 Tim Nixon of the Bonfire Club noted
- Likely to be held on Friday 4<sup>th</sup> November
  - He has completed a risk assessment
  - Insurance for the event is covered by the Village Hall insurance
  - They will use the village firepit
  - They have £400 for fireworks
  - Funds are raised through selling hot dogs and mulled wine
- Councillor Davis proposed and Councillor Church seconded this should be agreed; all agreed.
- 16 57.22 To discuss and approve request from the Nixon family regarding commemorative Cllr Jeffries  
 Oak tree in the village.  
 Tim Nixon noted
- Wish to plant a native oak to commemorate his parents, who were long term farmers and residents of the village
  - Adrian Baber has already cleared a spot for it in the Green Gardens
  - Maintenance will be included in the regular maintenance of the Green Gardens
- Councillor Davis proposed, Councillor Hues seconded the proposal; all agreed.
- 17 58.22 To discuss and approve action regarding the maintenance of Hay Lane. Cllr Hues  
 Previously discussed above.
- 15 59.22 To set date of the next meeting: to confirm next meeting to be held 7.30 p.m. Cllr Hues  
 Tuesday 15<sup>th</sup> November in Poulshot Village Hall.  
 Future meetings agreed – 10<sup>th</sup> January, 7<sup>th</sup> March, 2<sup>nd</sup> May (Village AGM), 9<sup>th</sup> May.

# **POULSHOT PARISH COUNCIL**

## **EXTRAORDINARY COUNCIL MEETING**

**HELD IN HUNLOKE HALL**

**ON**

**WEDNESDAY 12TH OCTOBER 2022 AT 7.30 PM**

**PRESENT:** Cllr Mike Davis (Chairman)  
Cllr Liz Bissett (Vice Chairman)  
Cllr Dan Scott (RFO)

**OFFICER:** Jeannette Young (Clerk)

**PUBLIC PARTICIPATION:** 1 member of the public was in attendance.

The member of the public asked for confirmation that Poulshot Parish Council (PPC) had received the note regarding trees to be planted in the village. Permission has been granted to plant two trees on Parish land, two on Church land and two on land at Broadway. Two sites have been declined. It was confirmed these trees were being planted under the Queens Green Canopy initiative, the Chair stated that full approval from PPC had been given at a previous meeting and this had been relayed to members of the public at the meeting on 27<sup>th</sup> September 2022.

Concern was also raised about the new allotment tenancy agreements not providing a guarantee for the ability to keep poultry on their current allotment. It was claimed the old tenancy agreement did provide for this opportunity and questioned if the new agreement could be amended.

### **60/22 Apologies**

Apologies were received from Cllr Claire Church, Cllr Tim Hues, Cllr Nina Jeffries and Cllr Caroline Nichols

### **61/22 Declarations of Interest**

No Declarations of Interest were received.

### **62/22 Request for Provision of Office Equipment**

The request for the purchase of a laptop computer, an external hard drive for backups and basic mobile phone was discussed and also the purchase of a printer, ink and paper. There was concern raised that the PPC should be trying to be as paper free as possible, however it was stated that although minimal there are

## POULSHOT PARISH COUNCIL

external organisations that require scanned or paper copies of documents, and also a need to keep a paper signed copy of minutes. After discussion on costs of equipment, hardware, operating platforms and software such as Microsoft Office and virus protectors; it was proposed by Cllr Bissett and seconded by Cllr Davis and

**UNANIMOUSLY RESOLVED** to purchase the following for use by the clerk, a laptop computer loaded with a virus protector and Microsoft Office or equivalent, external hard drive (for backups) mobile phone, printer, ink and paper, all to be purchased by the RFO for no more than £650.00

### **63/22 Allotments Update**

The RFO introduced plans and co-ordinates on the location of the four allotments. These documents will be used alongside the tenancy agreements. There followed a discussion regarding the position and size of the plots along with a possible rental adjustment for the year 23/24. This adjustment to be reconsidered in 2023.

Following the concerns raised by the member of the public, regarding an old agreement they had signed which was in line with the 1950 Allotment Act, allowing the keeping of hens on their allotment and the new agreement not making this clear, it was therefore proposed by Cllr Bissett and seconded by Cllr Davis and

**UNANIMOUSLY RESOLVED** to amend the wording and attachments to the new allotment tenancy agreements to thus enable the clarification on the keeping of hens in line with the allotments act of 1950 (*section 31 point 12*), **and** for further clarification, add the newly created plans to show the location and size of plots.

Meeting ended at 19:55

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

## Poulshot Parish Council

### Working Groups and Terms of Reference

1. Poulshot Parish Council has resolved to establish Working Groups in the following areas:
  - a) Finance and Audit. (F&A)
  - b) Health and Safety including Safeguarding and Risk. (H&S)
  - c) Governance to include Employment, Complaints and Freedom of Information. (Governance)
  - d) Village Maintenance. (Maint)
  - e) Highways and Policing. (Highways)
  - f) Planning Matters. (Planning)
  - g) Higher Green Farm. (HGF)
  - h) Communications to include Media, Press, Data Protection and Website. (Communications)
  
2. The Full Council will retain oversight of each Working Group, but initial investigations and the lead for discussions and recommendations at Parish Council meetings will be the responsibility of the Working Group members. All decisions and the authority to make decisions remains with the Full Parish Council; Working Groups are not decision making bodies and have no delegated authority except for Finance and Audit working group. 7.g.
  
3. The Parish Clerk will retain responsibility to distribute/transfer all appropriate correspondence to the appropriate Working Group members, copying as necessary to the remaining Council members. Issue agendas and arrange meetings when required to do so. This meetings may be in person or virtual.
  
4. Working Group members will inform the Clerk who will add items to the Full Parish Council meeting agenda as necessary.
  
5. Councillors allocated to Working Groups will be volunteers for these groups. The Working Groups will provide a focal point, Councillors should broaden their knowledge to become an informed voice<sup>1</sup>. Where training is available Councillors should consider requesting a place via the Parish Clerk for Wiltshire Association of Local Councils run courses. All Councillors may engage in the subjects covered by a Working Group in addition to the nominated members.

### Terms of Reference

6. Each Working Group will consist of between 3 and 4 Parish Councillors. Should the Full Council agree then non-councillors can be co-opted as members of Working Groups to assist in the effective running of that Working Group or delivery of their objectives. Co-opted members will not be included in any discussions or recommendations that result in regulation or control of the Parish's finances.

*1. Informed Voice – a term used to represent a councillor who by dint of either training, or professional experience or additional time reviewing a subject may have a greater level of understanding than other councillors. It does not convey that an individual is professionally qualified or an expert in such matters all councillors remain as volunteers elected to their posts*

## Working Group Individual Details

### 7. Finance and Audit. (F&A)

- a) Authorised signatories for Parish banking services (paper and online).
- b) Review all Receipt and Payment vouchers produced by the Clerk relating to Parish spending.
- c) Receive and make recommendations, to Full Parish Council, for all applications for grants from the Community Fund.
- d) Support the Clerk in production of balance sheet and annual accounts for audit.
- e) Draft proposals for the annual precept for discussion by Full Parish Council.
- f) Advise on requirement for quotations for all Parish Council expenditure.
- g) Delegated spending powers up to £500 which must then be formally recorded at the next Full Parish Council meeting.
- h) Review, not less than annually, the bank accounts and savings accounts of Parish monies, to ensure appropriateness.
- i) Review not less than annually, the Parish Council's Investment Strategy for the "Community Fund".
- j) Review, not less than annually, the Parish Council's Financial Reserves Policy.
- k) Review and update the Parish Council Financial Regulations Standing Instruction, not less than annually.
- l) The Clerk shall retain the role of Responsible Financial Officer.

### 8. Health and Safety including Safeguarding and Risk. (H&S)

- a) Provide a focal point for members of the community to report concerns over H&S or Safeguarding.
- b) Review, not less than bi-annually, the Parish Council's Health and Safety Policy Statement.
- c) Review, not less than bi-annually, the Parish Council's Safeguarding Policy Statement.
- d) Advise the Full Parish Council on matters relating to H&S or Safeguarding.
- e) Maintain a Parish Council risk register.
- f) Support the Clerk in selection of an appropriate Parish Council insurance policy.

### 9. Governance to include Employment, Complaints and Freedom of Information. (Governance)

- a) On behalf of the Full Parish Council monitor the employment contract of any Parish Council employee, reporting any required changes or breaches to the Full Parish Council.
- b) Draft for approval by the Full Parish Council the job specification for any Parish Council employee.

- c) On behalf of the Full Parish Council conduct recruitment activities of any employees when required. Make a recommendation to the Full council on any new employees' appointment.
- d) Support the Clerk and respond swiftly to any action, communication or complaint that is communicated to or relating to the Parish Council.
- e) Inform the Parish Council's insurance provider at the earliest opportunity of any action, communication, or complaint for which they may become involved.
- f) Be the first stage of response in investigating any action, communication or complaint that is brought to the Parish Council's attention.
- g) Understand the Parish Council's adoption of the Information Commission's Freedom of Information (Fol) Publication Scheme. Support the Clerk in answering an FOI requests received by the Parish Council.
- h) Conduct, with the Parish Clerk, an annual appraisal process, to include review of job specification and objectives. This will be the performance review and must be recorded.
- i) Review and recommend the level of reasonable charges that should be raised in answering Fol requests.

#### 10. Village Maintenance. (Maint)

- a) Provide a focal point for members of the community to report concerns over maintenance issues around the village. Consideration should include, but is not limited to: the Green Gardens, the green, trees, hedges, footpaths, salt bins, play equipment, football goals, gates, stiles fences, et al...
- b) Lead on the liaison and provision of the Green Cutting contract. Review performance of the contractor and make recommendations for future contract frequency.
- c) Where maintenance has been identified as being required to lead on establishing an approach to effect a repair. Where necessary this will include seeking quotes to complete the works.
- d) Provide a focal point for members of the community who rent the village allotments.
- e) Instigate swift action for any identified maintenance issue that could lead to injury or harm to any member of the community.

#### 11. Highways and Policing. (Highways)

- a) Provide a focal point for members of the community to report concerns over highways or policing.
- b) Liaison with Wiltshire Council on all matters of highways (roads), verges and pavements.
- c) Meet with and discuss the works required by the Village Steward.
- d) Lead on any road safety issues as they affect Poulshot village, including speed enforcement, signage, and road markings.
- e) Be the first point of contact for the Community Policing Representative to both receive and pass on matters as they affect Poulshot.



## 12. Planning Matters. (Planning)

- a) To read in detail all planning applications that affect Poulshot Parish.
- b) To be a focal point for residents to seek advice or raise concerns with planning applications.
- c) Report at Full Parish Council meetings on current planning applications and make recommendations as to how the Parish Council should respond.
- d) Monitor all finalised planning applications to ensure compliance with approved planning. If breeches are identified produce the necessary evidence to support a submission to the Wiltshire Planning Enforcement Officer.

## 13. Higher Green Farm. (HGF)

This is a substantial and complex planning and wider issue that has impact on the village and its community. This bespoke Working Group will be the Parish Council's representatives.

- a) Lead councillors for the review of the proposed planning development, transfer of village green and small parcel of land to the north of the development site.
- b) Liaise with the Parish Council's solicitors on all matters related to HGF development, the registration of village green or land transfer.
- c) Ensure compliance with all planning conditions related to HGF and associated land.

## 14. Communications to include Media, Data Protection and Website. (Communications)

- a) Support the Clerk to manage and monitor the Parish Council's website, to keep it current and provide important messages for the benefit of the wider community.
- b) Be the Parish Council's representatives for any media requests or activity as it may affect Parish Council business or Parish activities.
- c) Understand national General Data Protection Regulations (GDPR) and advise fellow councillors to ensure the Parish Council is compliant.
- d) Review, not less than bi-annually, the Parish Council's Data Management Policy Statement and check how data held by the Parish Council is stored.

## Committee Membership

15. The Working Groups will remain volunteer positions, intended to last for the duration of a Councillor's tenure. Some Working Groups will benefit from always including either the Chair, vice-Chair, or both. In these cases, a change in those positions would result in a change to Working Group membership.

Working Group	Members
Finance and Audit. (F&A)	Chair (M Davis) Vice Chair (L Bissett) C Church D Scott
Health and Safety including Safeguarding and Risk. (H&S)	Vice Chair (L Bissett) C Nichols N Jeffries.
Governance to include Employment, Complaints and Freedom of Information. (Governance)	Chair (M Davis) Vice Chair (L Bissett) N Jeffries
Village Maintenance. (Maint)	Chair (M Davis) T Hues D Scott
Highways and Policing. (Highways)	C Coles T Hues C Church
Planning Matters. (Planning)	T Hues N Jeffries D Scott
Higher Green Farm. (HGF)	Chair (M Davis) Vice Chair (L Bissett) T Hues N Jeffries
Communications to include Media, Press, Data Protection and Website. (Communications)	Vice Chair (L Bissett) C Coles C Church
Townsend Farm Development (TFD)	Chair (M Davis) D Scott T Hues N Jeffries

# Poulshot Community Fund

## APPLICATION FORM

Please complete this form in black ink as clearly as possible and read the accompanying guidance notes to help complete the form.

**SUBJECT OF PROJECT :** POULSHOT CRICKET CLUB PITCH REPAIR

### APPLICANTS CONTACT DETAILS:

**Name:** NICE CHURCH ON BEHALF POULSHOT CRICKET CLUB

**Address:** STOCKWELL  
POULSHOT  
POULSHOT

**Email address:** [Redacted]

**Landline number:** [Redacted]

**PROJECT:**

**Description:**

Describe your proposal in full, giving timescales, locations etc.

REFER TO EMAIL OF 2/14/22  
ESSENTIAL REPAIR/MAINTENANCE TO PITCH

**Management:**

If the project is approved describe how it will be handled (i.e. who will manage it, and what your involvement would be).

NICK CRACK + 323 PACT COMPANY  
CLUB TURF WILL OVERSEE  
XI DAY OF WORK

**Costs:**

Give estimates of cost (including VAT etc. and also any ongoing costs). Please attach evidence of these costs.

7684 VAT - SEE KATH FRANCIS OF  
CLUB TURF EMAIL  
21/9/22

**Benefits:**

In your opinion what are the long-term benefits to the Community? Please give your reasons as to how you believe residents of Poulshot may benefit.

CRICKET CLUB KEY CLUB + ACTIVITY IN VILLAGE  
+ 30 PLAYERS  
LOTS OF VILLAGEANS SPECTATE GAMES

{+}

THE PITCH IS OPEN TO PUBLIC / FREE USE

**Area Of Benefit:**

Which of the following categories does the project benefit

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Older People        | <input checked="" type="checkbox"/> Young People                   | <input type="checkbox"/> Arts & Culture            |
| <input checked="" type="checkbox"/> Sports & Recreation | <input type="checkbox"/> Highways & Transport                      | <input type="checkbox"/> Enhancing The Environment |
| <input type="checkbox"/> Charitable Support & Advice    | <input checked="" type="checkbox"/> Village Facilities & Amenities |  |

**Additional Information:**

If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet.

WE GREATLY APPRECIATE PREVIOUS SUPPORT  
ANY CONTRIBUTION TOWARD COST WOULD BE  
APPRECIATED

**DECLARATION:**

If the person submitting this application is under 18 then the form must be countersigned by an adult.

Signed:

Date:

30/10/22

**Please send, or deliver, the completed application form (with all supporting documentation) as soon as possible to the Chairman of the Parish Council.**

Please note that this application form will be open to the public.

If you have any queries, please contact the Parish Council via the Parish Clerk.

You are advised to keep a copy of this application for your own records.

**For internal admin use only:**

Date application received:

Application reference no:

*Decision date:*

Decision:

Date applicant notified of outcome:

Email 2 -11 -22

We (the cricket club) have had advice confirming the pitch (artificial strip) needs some servicing / maintenance

We have received prices from the original installer (excessively expensive at c£1200) and an alternative from CT for £680. Having spoken to both and reviewed within the Club we've provisionally booked in with CT.

The email below provides more information on what the works entail.

We have the funds to pay for this: if there was scope for solar fund support that would be great but we understand it is unclear whether this would qualify given nature of the work involved. Pls advise if you think that is an option!

As landowner please could you review and let us know if you have any questions or concerns, and ideally confirm your agreement for this work to be undertaken

We have no confirmed timeframe for it as yet - could happen anytime between now and next summer. We've asked for min 2 weeks notice

Email 21-9-22

We will remove the carpets and expose the existing pitch base which we are assuming is a dynamic pitch base. We will leave the lower base of the pitch alone as it improves over time but we will lute through the upper base and add new material as required to bring the base back up to its original level. If we need more material this will be charged at £160.00 + VAT per tonne.

The level of the pitch will be raised by 5mm per tonne and as standard we will import between 0.50t and 1.00t as part of our standard maintenance. We will supply as standard 1.00t of upper base aggregate. The maintenance to the existing pitch will take approximately half a day (4 hours) although this is dependent on a number of factors.

We ask that the edges of the pitches be cut back as far as possible to the nail line so it is easier to remove the carpet. Every minute our installers spend clearing the carpet is time they can't spend on the crucial maintenance work on the pitch base. The removal of the carpet will unsettle the base so we will have to carry out maintenance to the base even to recover it to its current condition.

Periodic maintenance to the existing pitch base £680.00 + VAT.

With regards to the scheduling of the work to take place Jan/Feb 2023 – as you are aware we will be in the depths of winter by then and we will be heavily reliant on the weather remaining dry and not heavily frosted in order to carry out the maintenance, the bigger the window to have suitable conditions to carry out the work, the more chance of getting it in place before the start of the cricket season and we will keep you updated nearer the time.



**HM Revenue  
& Customs**

Poulshot Parish Council  
C/o Liz Bissett  
Poulshot Parish Council

Agenda Item 16.

**Wealthy/Mid-sized Business Compliance  
HM Revenue and Customs**  
S1725  
NEWCASTLE  
NE98 1ZZ

**Phone**

**Web** [www.gov.uk](http://www.gov.uk)

**Date** 26 August 2022  
**Our Ref** VAT126

Dear Liz

Thank you for your email requesting confirmation that £1852 VAT in respect of footpath repairs cannot be recovered by Poulshot Parish Council as advised by my colleagues Susan Grealy on 1 June 2018 and Becky Sage on 24 June 2022.

You have questioned why the Council are unable to recover the VAT under conditions described in section 6.4 of HMRC's VAT Notice 749.

Whilst HMRC accept that this is a non-business supply the work has not been carried out under a Special Legal Regime and does not fall within the Council's statutory right to repair the footpath.

Section 33 recovery, therefore, is not possible.

I hope that clarifies the position for you.

If you contact us, we can deal with you more quickly if you quote our reference number and give us your contact details.

Yours sincerely

**Mrs S M Caddy**  
Customer Compliance Manager

Join the millions of taxpayers already using their Personal Tax Account to access a range of services. It takes just a few minutes to get started, go to [www.gov.uk/personal-tax-account](http://www.gov.uk/personal-tax-account) Or you can use the HMRC app.

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If you need extra support, for example if you have a disability, a mental health condition, or do not speak English/Welsh, go to [www.gov.uk](http://www.gov.uk) and search for 'get help from HMRC'.  
Text Relay service prefix number – 18001

Poulshot Parish Council