

# POULSHOT PARISH COUNCIL

## MINUTES OF ANNUAL FULL COUNCIL MEETING HELD IN THE VILLAGE HALL TUESDAY 14<sup>th</sup> MAY 2024 AT 7.30 PM

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

**OFFICER:** Jeannette Young (Clerk)

**PUBLIC PARTICIPATION:** 6 members of the public were in attendance.

Questions raised were as follows;-

- Q. Regarding the land at the north end of the village will there be a plan that members could share?
- A. Once clarified that it was the Amenity land that was being referred to, members stated that all decisions would be held in public at council meetings, no decisions could be made by any working group.
- Q. Who is responsible for the play area and footpath at the side of the Village Hall? Both areas need clearing and cleaning.
- A. Members are in discussion with the Village Hall Committee regarding the play area and will try to meet to physically clear the areas of concern.
- Q. I have concerns over the number of applications on the agenda that refer to removal or cutting down of trees, my understanding is these trees should be replaced if in the conservation area.
- A. All applications are considered on an individual basis by the tree protection officer at Wiltshire Council, the Parish Council can however make comment on these applications.
- Q. On behalf of Village Trust, regarding lower pond along Green Lane, we have been trying to keep a margin around it, however a neighbour keeps cutting the grass up to the edge of the pond, which then causes clippings to go into the pond. Is it possible to ask the contractor and resident to not cut this margin?

## POULSHOT PARISH COUNCIL

- A. Cllr Bissett replied that the contractor does not cut that side of the Green, but stated that she would not only confirm this with the contractor when she met with them, but also mention it to the resident.

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### **1/24/25 Chairman for Ensuing Year**

It was proposed by Cllr Jeffries, seconded by Cllr Church and UNANIMOUSLY RESOLVED to elect Cllr Davis as Chairman for Poulshot Parish Council for the municipal year 2024/23. The newly elected Chairman subscribed to the Statutory Declaration of Acceptance of Office, which was countersigned by the Parish Clerk

### **2/24/25 Vice Chairman**

It was proposed by Cllr Jeffries, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to elect Cllr Bissett as Vice-Chairman for Poulshot Parish Council for the municipal year 2024/25. The newly elected Vice-Chairman subscribed to the Statutory Declaration of Acceptance of Office, which was countersigned by the Parish Clerk

### **3/24/25 Apologies**

Apologies were received from Cllr Scott.

### **4/24/25 Declarations of Interest and Dispensation Request**

Cllr Church declared an interest in the planning application for Moat House.  
Cllr Dyke declared an interest in the planning application for 18 Mill Lane.  
Both members stated they would not vote on these items.

### **5/24/25 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 18<sup>th</sup> March 2024 as a true record. The Minutes were duly signed by the Chairman, Cllr Davis.

### **6/24/25 Chairmans Announcements**

- The Chairman thanked the community group Peggies, for the lunch that they provided on Sunday in the Village Hall and announced they had raised £1245.67 for the charity Opendoors.
- Also mentioned was the 'thank you' he had received from a resident, for members liaising with the parish steward to get the footpaths cleared of debris and vegetation.
- Further thanks were announced to all who attended the Parish Annual Meeting on the 7<sup>th</sup> May 2024.

### **7/24/25 Police Report**

## POULSHOT PARISH COUNCIL

The attached Community Policing Team Report from March, 2024 was noted

### 8/24/25 Planning Applications

<p>Application No: <a href="#">PL/2024/03380 - Planning Application: PL/2024/03380 (wiltshire.gov.uk)</a>          Application Type: <i>Householder planning permission</i>          Proposal: <i>New single storey extension to the rear of the property and side store. Internal alterations. Replacement of flat roof material</i>          Site Address: <i>36 Mill Lane, Poulshot, Devizes, SN10 1SA</i>  <i>An extension of time has been granted for comments within two days following the meeting on 14 May 2024.</i></p>	<p><i>Proposed by Cllr Bissett, seconded by Cllr Jeffries and unanimously agreed to raise no objections</i></p>
<p>Application No: <a href="#">PL/2024/03648 - Planning Application: PL/2024/03648 (wiltshire.gov.uk)</a>          Application Type: <i>Notification of proposed works to trees in a conservation area</i>          Proposal: <i>T1 - Crab Apple tree - fell T2 - Hawthorn tree - fell</i>          Site Address: <i>Lowena, 27 Poulshot Road, Poulshot, Devizes, Sn10 1rj</i> Comments to be received by 9<sup>th</sup> May 2024, decision date 28<sup>th</sup> May 2024</p>	<p><i>Proposed by Cllr Bissett, seconded by Cllr Davis and unanimously agreed to raise no objections</i></p>
<p>Application No: <a href="#">PL/2024/03392 - Planning Application: PL/2024/03392 (wiltshire.gov.uk)</a>          Site Location: <i>Moat House, 14 The Green, Poulshot, Devizes, Sn10 1rt</i>          Proposal: <i>T1 Ash Tree - Remove/dismantle to ground level. T2 Horse Chestnut - 30% overall crown reduction. T3 Beech Tree - 1.5 metre tip reduction to overextending branches only. T4 Leylandii and Lawson Cypress - Fell. Comments to be received by 1<sup>st</sup> May 2024, decision date 20<sup>th</sup> May 2024</i></p>	<p><i>Proposed by Cllr Bissett, seconded by Cllr Davis and agreed to raise no objections</i></p>
<p>Application No: <a href="#">PL/2024/03712 - Planning Application: PL/2024/03712 (wiltshire.gov.uk)</a>          Application Type: <i>Householder planning permission</i>          Site Address: <i>18 Mill Lane, Poulshot, Devizes, SN10 1SA</i>          Proposal: <i>Removal of existing tree and construction of new single storey side extension with internal alterations. Comments to be received by 27<sup>th</sup> May 2024</i></p>	<p><i>Proposed by Cllr Bissett, seconded by Cllr Church and agreed to raise no objections but would like consideration given to planting a new tree.</i></p>
<p>Application No: <a href="#">PL/2024/03988 - Planning Application: PL/2024/03988 (wiltshire.gov.uk)</a>          Application Type: <i>Notification of proposed works to trees in a conservation area</i>          Proposal: <i>Oak tree - fell</i>          Site Address: <i>Taylor House, Barley Hill Lane, Poulshot, Devizes, Sn10 1rs</i> Comments to be received by 21<sup>st</sup> May 2024</p>	<p><i>Proposed by Cllr Bissett, seconded by Cllr Davis and requested that possible ways to save the tree</i></p>

## POULSHOT PARISH COUNCIL

	<p><i>be investigated, with pollarding also considered rather than removal.</i></p>
<p><i>Application No: <a href="#">PL/2024/03804 - Planning Application: PL/2024/03804 (wiltshire.gov.uk)</a>          Application Type: Consent to display an advertisement          Proposal: Advertising sign to direct public to Aubreys Yard, Poulshot          Site Address: Corner of Devizes Road, Caen Hill, Devizes. Comments to be received by 31st May 2024</i></p>	<p><i>Proposed by Cllr Davis, seconded by Cllr Church and unanimously agreed to object to this application on the grounds of possible visibility issues at the junction and the risk of driver distraction on a dual carriageway.</i></p>

**9/24/25 Update from Wiltshire Councillor Tamara Reay**

Apologies received from Cllr Reay.

**10/24/25 Financial Risk Assessment**

It was proposed by Cllr Bissett, seconded by Cllr Church, and UNANIMOUSLY RESOLVED to approve the attached Financial Risk Assessment.

**11/24/25 Start Time for Full Council Meetings**

It was proposed by Cllr Davis, seconded by Cllr Jeffries and UNANIMOUSLY RESOLVED that the start time for all Full Council meetings shall continue to be 7.30pm. This time is confirmed in Standing Orders.

**12/24/25 Sealing of Documents**

It was proposed by, Cllr Jeffries, seconded by Cllr Hues, and UNANIMOUSLY RESOLVED that the elected Chairman and the elected Vice Chairman (or in their absence any Councillor serving on the Finance and Audit working group) be authorised to execute legal documents on behalf of Poulshot Parish Council during the 2024/25 Municipal Year.

**13/24/25 Record of attendance**

Members RECEIVED AND NOTED the Record of Attendance of Parish Councillors at meetings during 2023/24.

## POULSHOT PARISH COUNCIL

Attendance Year 23-24									
Date of meeting	Type of meeting	Cllr Bissett	Cllr Church	Cllr Davis	Cllr Hues	Cllr Scott	Cllr Jeffries	Cllr Nichols S of O ended 16-1-24	Cllr Dyke S of O commenced 21-3-24
02/05/2023	Annual Parish		apologies		apologies			apologies	
09/05/2023	Annual Meeting	attended	attended	attended	attended	attended	attended	apologies	
25/07/2023	General Meeting	attended	attended	attended	attended	attended	apologies	attended	
19/09/2023	General Meeting	apologies	attended	attended	attended	attended	attended	apologies	
07/11/2023	General Meeting	attended	attended	attended	attended	apologies	apologies	apologies	
16/01/2024	General Meeting	attended	attended	attended	attended	apologies	attended	apologies	
05/03/2024	General Meeting	attended	attended	attended	attended	apologies	attended		attended
18/03/2024	Extraordinary	apologies	attended	attended	attended	attended	apologies		attended

### 14/24/25 Calendar of meetings

It was proposed by the Cllr Hues, seconded by Cllr Bissett, and UNANIMOUSLY RESOLVED to approve the Calendar of Meetings with the change of the 9<sup>th</sup> of July to the 16<sup>th</sup> July for the Municipal Year 2024/25.

### Calendar of Meetings for Poulshot Parish Council 2024/25

Day	Date	Month	Year	Type of Meeting
Tuesday	16th	July	2024	Normal
Tuesday	10th	September	2024	Normal
Tuesday	12th	November	2024	Normal, Budget setting
Tuesday	14th	January	2025	Normal, Precept
Tuesday	11th	March	2025	Normal
Tuesday	13th	May	2025	Annual Council Meeting. Election of Chairs
Tuesday	6th	May	2025	Parish Annual Meeting (non Council meeting)

### 15/24/25 Grants- Applications

**15.1/24/25** The grant application for D Day 80 Celebrations on 6<sup>th</sup> June 2024, was considered, funding was requested for Hire of a Loo £100, Sausages for 100 £60, Buns etc £40 grand total £200. After discussion and the explanation that any unused funds should be returned to the Parish Council, it was proposed by Cllr Bissett, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to award the whole amount of £200, to Poulshot Friends and Neighbours Club who have amalgamated with Peggies, to enable them to provide food and toilets for D Day celebrations on the 6th June 2024 on the

## POULSHOT PARISH COUNCIL

understanding that any unspent money must be returned to the Parish Council as soon as possible.

Score = 16/21 & 14/21

Awarded under the General Power of Competence.

**15.2/24/25** The grant application received for the provision of headsets for a Silent Disco to be held on the evening of 29<sup>th</sup> June 2024, was discussed. It was explained that the event would take place directly after the St Peter's Church Fete in the hope that people would stay on after visiting the fete and further enjoy the evening. Total funding requested £300 for the hire of 100 headsets £250 and £50 for the person responsible for the hiring. It was therefore proposed by Cllr Bissett, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to award the whole amount of £300, to Poulshot Friends and Neighbours Club who have amalgamated with Peggies, to enable them to hire headsets for the silent disco to be held on the 29<sup>th</sup> June, on the understanding that any unspent or returned money must be returned to the Parish Council as soon as possible after the event.

Score = 16/21 & 11/21

Awarded under the General Power of Competence.

### **16/24/25 Aubreys Yard**

Following a request received from Ashford Homes asking for permission to install street signs at the bellmouth of the Aubreys Yard development on Village Green Land owned by the Parish Council, members felt that this was unacceptable and would set a precedent for any future requests. It was therefore proposed by Cllr Jeffries, seconded by Cllr Hues, and UNANIMOUSLY RESOLVED to strongly object to any street furniture being placed on the Village Green Land, and also not give permission to Ashford Homes for the sighting of their Aubreys Yard signs at the bellmouth of the development. It was further agreed that the Chair, Cllr Davis should talk to Ashford Homes on the repositioning of the signs to the entrance walls to the development.

### **17/24/25 Openreach- plan**

Following a considered discussion, it was proposed by Cllr Church, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to give permission to Openreach to install Fiber Broadband across the Village Green with the following conditions:- that a date is provided that avoids the dates of Cricket Club matches, 29<sup>th</sup> May, 9<sup>th</sup>, 12<sup>th</sup> and 14<sup>th</sup> of June, the Vintage Rally 19<sup>th</sup> June and the Village Fete on the 29<sup>th</sup> June 2024, also that serious consideration is given to avoiding the roots of the Horse Chestnut trees with a reminder that they are in a conservation area and therefore are protected by a Tree Protection Order.

### **18/24/25 Village Survey Working Group**

Cllr Bissett introduced the notes from the working group and further asked for permission to apply for a grant from Trees for Climate. If successful the grant

## POULSHOT PARISH COUNCIL

could provide 25 fruit trees and hedging for the amenity land, it would also provide 15 years free maintenance of the provided trees and hedge. It was however, pointed out that if successful any planting would need further discussion and agreements at a later date. After much discussion, confirmation was given again that any decisions on the development of the amenity land would need to go through Council, it was then proposed by Cllr Jeffries, seconded by Cllr Church, and **UNANIMOUSLY RESOLVED** to authorise Cllr Bissett to apply for a grant from Trees for Climate and if successful to further discuss at a future Council meeting.

A request for the working group to meet was received with all members of the working group agreeing to meet on the 11<sup>th</sup> June via Zoom.

### **19/24/25 LHFIG meeting Wednesday 17<sup>th</sup> April 2024**

Cllr Church gave an update on the LHFIG meeting she attended on 17<sup>th</sup> April 2024 regarding Broadway Lane. She was told the issue fell under various departments at Wiltshire Council and was advised to speak with Chris Sterling. Cllr Church then contacted Chris and he gave details of the Rights of Way Team claiming they should be able to help with the issues of Broadway Lane, the fear is it is not going to be a quick result, however Cllr Church will continue to press the team for their help.

### **20/24/25 Grass Cutting**

After discussion and further explanation, on an invoice received for March 2024 and the said invoice not being covered by either old or new contract dates, even though works had been done, it was proposed by Cllr Bissett, seconded by Cllr Jeffries and **UNANIMOUSLY RESOLVED** to approve payment of the one-off invoice at the new rate of £168.25 ex vat.

### **21/24/25 Finance Report and Bank Balances**

Members received and **NOTED** the 10<sup>th</sup> of May 2024 spreadsheet showing Bank balances of the Parish Account £22,018.91 and Community Fund £119,247.41, collectively standing at £141,266.32.

### **22/24/25 Financial Expenditure.**

Members considered the expenditure report, of the 10<sup>th</sup> May 2024 with payments totalling £1,485.32 and credits of £7,420.00 listed, it was then proposed by Cllr Bissett, seconded by Cllr Church and **UNANIMOUSLY AGREED** to approve the expenditure report of May 2024.

### **23/24/25 Internal Audit.**

Members **RECEIVED** and **NOTED** the Annual Internal Audit Report from Mulberry & Co, (now called Mulberry Local Authority Services Limited) which was completed following the remote meeting on 19<sup>th</sup> April 2024, together with

## POULSHOT PARISH COUNCIL

the completed Annual Internal Audit Report (AIAR) (page 3) of the Annual Governance and Accountability Return (AGAR).

Comments of :-

- *The general reserve balance is higher than the recommended range and higher than the council's adopted Reserves Policy and the council should keep this level under careful review.*

and

- *The initial submission included entries from the bank account in April 2024. Receipts and Payments accounting includes only items which have gone in, or out, of the bank account within the financial year under review, and inclusion of items outside these timeframes is not permitted. The accounting statement initially submitted did not add up due to these issues and did not tally with the actual year-end bank balances.*

were explained and noted, followed by thanks, and appreciation to the RFO for another exceptional audit report.

### **24/24/25 Annual Governance and Accountability Return (AGAR) 2023 – 2024 Form 2**

Members NOTED that Poulshot Parish Council will be claiming exemption from a limited assurance review as an authority that meets the specified criteria. Page 3 was explained, after which it was proposed by Cllr Bissett, seconded by Cllr Church, and UNANIMOUSLY RESOLVED that the RFO and Chairman, Cllr Davis sign page 3 of the AGAR.

### **24.1/24/25 Annual Governance Statement 2023/24 (AGAR-Section 1)**

It was proposed by Cllr Jeffries, seconded by Cllr Dyke, and UNANIMOUSLY RESOLVED to APPROVE the attached Annual Governance Statement 2023/24 as detailed in Section 1 of the AGAR (page 5). The document was then signed by the Chairman, Cllr Davis, together with the Parish Clerk.

### **24.2/24/25 Year End Accounts 2023/24**

Following an explanation of the Year End Accounts; it was proposed by Cllr Jeffries, seconded by Cllr Bissett, and UNANIMOUSLY RESOLVED to APPROVE the attached Year End Accounts, 31 March 2023

### **24.3/24/25 Accounting Statements - AGAR Section 2**

It was proposed by Cllr Bissett, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to APPROVE the Accounting Statements 2023/24 as detailed in Section 2 of the AGAR (page 6). This document having previously been signed and dated by the RFO was then signed and dated by the Chairman, Cllr Davis at this meeting of the 14<sup>th</sup> May 2023

### **24.4/24/25 Exercise of Public Rights - Inspection of Accounts**

Members NOTED the following dates for the Exercise of Public Rights



# POULSHOT PARISH COUNCIL

Inspection period begins 3rd June 2024

Inspection period ends 12th July 2024

The date for the Public Inspection Notice to be issued being 31<sup>st</sup> May 2024

**25/24/25 Payments by Direct Debit/Standing Order**

It was proposed by Cllr Bissett, seconded by Cllr Jeffries and UNANIMOUSLY RESOLVED to APPROVE the list of payments made by Direct Debit and a single Standing Order to Charlton Baker.

**26/24/25 Payments by BACS/Bank Transfer**

It was proposed by Cllr Davis, seconded by Cllr Dyke and UNANIMOUSLY RESOLVED to APPROVE the payment of all invoices by BACS or Bank Transfer, where possible.

**27/24/25 Salary Payment by BACS**

It was proposed by Cllr Davis, seconded by Cllr Bissett and UNANIMOUSLY RESOLVED to APPROVE the payment of monthly salary by BACS, with overtime and expenses paid a month in arrears.

**28/24/25 Confidential Session**

It was proposed by Cllr Bissett, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to go into a Confidential Session. The Chair, Cllr Davis requested members of the public to leave the meeting.

**29/24/25 Play Area-**

Members considered the further proposals regarding the future of the play area. Item was then paused for meeting extension request.

**30/24/25 Meeting Extension**

At 21.30 it was proposed by Cllr Bissett, seconded by Cllr Church and unanimously agreed to continue the meeting for a further maximum 30 minutes if needed.

**31/24/25 Play Area – continued**

Some members physically viewed the area before coming to a unanimous agreement on the future of the Play Area.

Meeting ended at 21:47

Signed.......... Date... 16/7/24 .