

Present:

Chair Cllr Mike Davis, Vice Chair Cllr Liz Bissett, Cllrs Claire Church, Tim Hues, Nina Jeffries, Caroline Nichols, Dan Scott
Clerk Richard Culverhouse
Members of the public present: Caroline Morrison, Sam Hurn, Kate Hunloke, Jonathan Hawkins, WCC Cllr Tamara Reay

mail noting that this is due to be done on 1st August – still a delay, which she will look into.

Agenda items / discussion

Action / by whom / deadlines

Items from members of the public

A member of the public raised the issue of the £100 re-imburement due to her re deposit to Padfields Porkies for a pig roast for the VE Celebrations, which were then cancelled. The PCC is keen to pay this, but an initial objection was made questioning whether the PCC had in fact committed / agreed to this or whether it was a Village Trust Event. Refunding this and then re-ascribing the voucher to a future event could be problematic as immediate future events precluded by Covid 19. However, in a later discussion it was suggested that this could be retained for the Queen's Jubilee Beacon next year.

NJ to go through previous minutes to identify earlier decisions of PPC re VE Commemoration Funding, and bring to **September 2021** meeting for recommendation re final decision.

A representative of the church council shared need to re-arrange date of Village Fete to Sunday 15th September only due to previous booking in Village Hall on 14th. 15th would potentially clash with Poulshot Cricket Club match. Issues regarding parking and health and safety discussed with regard to having match simultaneously with other people congregating on the Green, and potential liability in (admittedly unlikely) injury arising from cricket ball. Various different areas of Green suggested re fete and marquee.

Concerns noted and will be discussed with Poulshot Cricket Club. Final decision will be publicised through Village Magazine and Facebook Page.

21/22-33 Apologies: none

21/22-34 Declarations of interest: none

21/22-35 **Approval of the minutes from the meeting 20.07.21**

Deferred to next meeting; Cllrs to note amendments with Clerk.

21/22- 36 **Chair's Report**

Mike Davis reported that sadly the Clerk has decided to resign, although is happy to stay till replacement found. It was agreed that advertisement to be placed on village website, village magazine, through Wiltshire Council and other local places.

NJ to draft advert and research requirements, job description etc and report to next meeting **Sept 2021** and then staffing committee will organise.

Very pleased that The Raven is now open, and we hope all villagers will continue to support this vital village amenity.

21/22- 37 **Report from WCC Councillor Tamara Reay**

Tamara said she was looking forward to being a customer at The Raven. She then took questions from the Councillors.

Cllr Caroline Nichols: the **re-surfacing on the dual carriageway** has been done in a very unsafe way – what steps are in place to address this? Tamara has seen an e-

Cllr Clare Church raised concerns with the **speed with which drivers turn in and drive through the village.** Tamara noted that Rowde PCC also very concerned about this, and both PCCs could work together. The Director of Highways has indicated he will look into it. Also suggested PCC could seek to engage new Police and Crime Commissioner, when elected. Further discussion noted desire for reduced speed limit before (40 down to 30) and through village (30 down to 20), possible resurrection of local speedwatch group (have speed gun, shared with Rowde PCC) and increased presence of police to monitor speeding.

Cllr Caroline Nichols: when can **Parish Steward** come? The clerk noted that he has information on this and will pass onto the PCC Highways Committee to follow up. The Parish Steward should visit once a month.

LB to attend CATG meeting and put forward points discussed.
CN to contact police re increased presence.

21/22 - 38

Parish Council Documentation.

The Parish Clerk has circulated information about this, which will be attached to the minutes when posted. Cllr Dan Scott has reviewed these and all Cllrs agreed all generally fit for purpose at present and will review through year. List of proposed sub-committees are Finance and Audit, Employment and Complaints, Maintenance, Highways, Higher Green Farm, Health and Safety and Risks, Information (to include the revised website, media, Facebook page) and Data, and Safeguarding. Cllr Scott will put together terms of reference for each sub-committee and will circulate to all Councillors, with a view to Councillors identifying their skills / expertise re which sub-committees they wish to work on. This will then be brought to next meeting for discussion and agreement, and will be published on website, Facebook page and village magazine so that people in the village know who to communicate with re any issues they wish to raise.

DS to write and circulate terms of reference for sub-committees to **all Councillors**, with view to constituting sub-committees and members at next meeting in **September 2021**.

21/22 – 39

Planning

9 Mill Lane. Cllr Liz Bisset has looked at the application and the property. All Councillors agreed to support the application; proposed by Cllr Scott, seconded by Cllr Bissett.

24 The Green, treework. Cllr Liz Bissett has looked at the application and the property. Concerns removal of all trees. All Councillors agreed to support the application; proposed by Cllr Bissett, seconded by Cllr Church.

Camping Pods at Caen Hill Marina: this is part of Poulshot Parish. This item could not formally be discussed as had been missed off agenda. The Clerk Richard Culverhouse is hoping to get an extension to feed back to planning. No Councillors had any objections, and felt there could be benefits in bringing tourism into the area. Agreed no objections: Cllr Jeffries proposed, Cllr Hues seconded.

All agreed.

All agreed.

All agreed.

Menage and stables in Hay Lane. There is no real update on progress with this, WCC planning committee has yet to finalise this and there has been no response from the Planning Enforcement Officer, despite emails from the Clerk. Cllr Dan Scott will prepare a document showing what the original planning was, any changes and what has actually been put in place. This will give Councillors a clear picture for next steps / planning challenges. Councillors noted that it is clear that there are breaches of planning at the site and a notable increase in traffic to and from the site. The planning is 'still not closed' so it is still possible for the PCC and indeed anyone in the village to comment.

DS to prepare comparison document, visit site and feed back to PCC at next meeting in Sept 2021.

The PCC noted that they will take it as a matter of principle to ensure that all planning applications throughout the village adhere to what has been agreed. Easement of land to access The Raven from Barley Hill Lane. This has now gone through. Cllr Mike Davis took advice on whether this could be legally challenged and was advised that in doing so the PCC could have incurred costs and was likely to be unsuccessful in any challenge.

21/22 – 40

Higher Green Farm Development, access and field

Cllrs Mike Davis and Tim Hues have met with PCC solicitor Angus Wilson to discuss this very complicated situation. The previous PCC had the documents for completion in March, and took the decision not to complete as the PCC election was coming up. Concerns include the following issues: access to the field site through the track at the end of Sillington Lane should be maintained as grass, but has been laid with a thick layer of scalplings – this is a breach of planning; there is pedestrian access only from the new HGF housing site; while the field area has been redesignated for recreation, applying to put anything on it would require specific planning permission and likely concerns from Highways re the use of Sillington Lane; while the uplift has been waived, there is no guarantee that the PCC would not become liable for this in the future. Working from the minutes back to 2012, Cllr Jeffries has done a timeline showing decisions, issues and concerns in this development, although she has some concern at the lack of supporting documentation e.g. letters, the basis for decisions etc. The Clerk noted that he may have further information and will pass this on to Cllr Jeffries. order that we can then identify next steps. All Councillors are concerned to understand our full obligations, the position of the village and ensuring we get the best deal for the village before signing.

NJ to contact previous Councillors, complete timeline and circulate to all Councillors for next meeting September 2021.

21/22 – 42

Highways

There has been verge cutting and a gully tank visit to clear ditches. The Maintenance sub-committee will follow up on this for the future.

21/22 - 43

Poulshot Community Fund

Letter has been drafted which can be signed by 2 signatories and sent with a cheque for £25,000 to the Cambridge and Counties account.

21/22 – 44

Financial matters The Clerk Richard Culverhouse is working to sort out some PCC funds that should be in the Community Fund but are in the PCC account. There is also a problem in paying the Village Hall (for meetings) as the relevant people in the VH committee are not available at present. Sam Hurn (Chair of the VH committee) agreed that the PCC would be sent one invoice for the past 3 meetings. Re new PCC signatories: this still to be sorted out.

Due Payments (on attached agenda): accepted. Cllr Bisset proposed, Cllr Scott seconded.

Clerk also to organise new limited cash credit / debit card which can be used for transactions such as the new website.

Annual reconciliation: the Clerk is still working to complete this, and is asking for a further extension from the auditors to complete. He agreed to use as Internal Auditors Gooding Accountants in Westbury, to be agreed at a special meeting in August. The accounts will then formally be signed at the next full PCC meeting on 7th September. The challenge last year re the accounts is still standing.

Clerk to sort out new signatories by next meeting **September 2021**.

Clerk to liaise with all **Councillors** re date for **August** meeting.

21/22 – 45

Disbursements

None

21/22 – 46

Website

Cllr Caroline Nichols has started setting up a new website: she has already identified 10 main headings and welcomes suggestions for others: so far it includes the PCC, the Church, the Cricket Club, Events, the Village Magazine, the Village Hall, information on recycling dates etc, local businesses in Poulshot, photos. The cost will be £6 / month and the website will be managed by Cllrs Nicholls and Church. The Clerk will look into cancelling the current website contract. Cllr Nichols has found that someone has registered many websites using the Poulshot name, but is hoping to register us as www.poulshotvillage.org.uk. Cllr Nichols will bring further information and website contract / info to next meeting for formal adoption.

CN to continue setting up website and bring new contract to **September meeting** for agreement.

21/22 – 47

Correspondence

Letter from Chris Henwood (attached with the minutes and agenda) regarding fence around allotments was discussed and referred to the Maintenance sub-committee to look into.

21/22 – 48

Allotments in the Green Gardens

These are all rented out at a cost of £80 / year; the Clerk will email the bills to the allotment holders. Water in the Green Gardens was discussed: all agreed this should continue to be available to all as a village amenity.

Clerk to send bills by **September 2021**.

Maintenance around the village

Cllr Scott continues to liaise with Jonathan Hawkins re the contract for cutting the village green and other areas around the village, and maintaining a record of what is done / needed.

Should this prove to be more than originally agreed, Cllr Scott will bring it to the PCC for discussion.

Village Hall play equipment owned by the PCC; inspection needed. Maintenance sub-committee to look into.

Request for new picnic benches deferred to next meeting.

21/22 – 49

Key Messages

Support The Raven!

Caen Hill dual carriageway closed for re-surfacing 1st August.

PCC will lead village event / Beacon re Queen's Jubilee.

21/22 – 50

The date for the next full meeting of the Parish Council was agreed to be Tuesday 7th September, 7.30 p.m. at the Village Hall.

Items for discussion / reporting:

Cllr Jeffries to report re refund to Caroline Morrison.

Cllr Scott to report on constitution and personnel on Sub-Committees.

Cllr Jeffries to bring Paperwork for recruitment of new clerk to be agreed and put in hand.

Cllr Bissett to report on CATG meeting / Highways issues including Caen Hill and speed through the village.

Cllrs Jeffries and Davies to report re timeline / updates re Higher Green Farm development.

Clerk Richard Culverhouse to bring finalised accounts for adoption and information / completion of new signatories for PCC

Cllrs Nichols and Church to report on development of website, Facebook page and bring new website contract for approval and adoption.

Cllr Scott to report re development of stud / stables in Hay Lane.

Dates of future meetings:

7th September, 2nd November, 4th January, 7th March