

POULSHOT PARISH COUNCIL
PARISH COUNCIL MEETING 2nd NOVEMBER 2016, 7:30PM
THE VILLAGE HALL, POULSHOT
MINUTES

Present: Councillors: Mr G Collett (Chairman) [GC]; Mr A Baber [AB]; Mr B Hamilton [BH]; Mr T Coleman [TC]; Mr N Hunloke [NH]; Mr T Nixon [TN]

Apologies: Mr S Housby [SH]

Also present: 5 members of the public; Parish Clerk, Mrs E Martin [EM]

Meeting commenced 7:35 pm.

16/17/066 Apologies for absence.

Mr S Housby [SH]

16/17/067 Declarations of Interest.

TN declared an interest related to Agenda Item 9 (Application to the Community Fund).

TC; NH; NB declared an interest related to Agenda Item 15 (Request for funding for the over 60's meal)

16/17/068 Agree minutes of previous meeting (September 2016)

September Minutes accepted [BH Proposed. NB Second. **Agreed**]

16/17/069 Chairman's Announcements

GC thanked Declan/Cricket Club and Simon Franklin for looking after the Green and maintaining the cutting over the season.

GC said there have been some concerns expressed over the recent stay of Travellers in the village. GC advised that from previous years the travellers will come and go in 2-3 days when left alone. There is minimal evidence of their stay here in Poulshot and patience shown is appreciated.

NH shared information from a recent report on how to keep Chestnut Trees healthy from a leaf mite epidemic. The report states that disposal of leaf waste is highly recommended to reduce the impact of the leaf mite. The Village Trust will be putting a small group together to keep the leaves clear through the autumn leaf fall. Thanks have been expressed to Tim Jalland for the work he has put forward to keep the leaves cleared under the Chestnut trees so far.

GC thanked everyone who helped extend the parking to the Church and thanked Wiltshire County Council for the supplied materials.

NH thanked the Council for the support and help to extend the parking. This extension of parking will make services easier for many parishioners.

GC thanked all those involved in hosting the Harvest Supper. It was a wonderful evening shared by many. Please keep in mind the Village Quiz Night on 11th November.

16/17/070 Wiltshire Councillor's Report (Cllr. J Seed)

JS was not in attendance

16/17/071 Update on progression with 62 The Green.

The Council received a letter/update/map of agreements to the public pathways across the fields associated to 62 The Green. There has been a new kissing gate placed on Poulshot footpath 24 by Poulshot Road. Work is planned for Poulshot footpath 25. Parishioners have been asked to take care whilst extensive improvements are being made to the property around these footpaths. Electric fencing has been placed and agricultural hedging is still to be erected. Whilst it is not the position of the Council to dictate the use of the public footpaths, it is noted that parishioners should be aware that work is in

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progress and take any reasonable and necessary steps to avoid where possible until the work is completed.

The PPC also discussed the appropriation of road planning's for the end of Broadway that meets Adrian Whites Farm.

16/17/072 Update on Higher Green Farm Development

GC/EM/IS are working with the RCC Town Planning Consultancy to begin the Informal Consultation process concerning the de-registration of the strip of green at the entrance to the potential Higher Green Farm development. 53 letters have been delivered to Parish addresses that have been identified to potentially hold Commoners Rights in the respect of the land and respective neighbours to the project. A 21-day informal consultation is in process and is due to close on 18th November 2016. All parishioner feedback is being asked to be submitted to RCC Town Planning Consultancy at info@rcctownplanning.co.uk

Further communication regarding the Informal Consultation has been posted in notice boards in Poulshot and placed in the Poulshot Parish Magazine November issue. Any additional queries regarding the development need to be directed to Poulshotparishcouncil@gmail.com

16/17/073 Public Participation

Gill Coleman asked for clarity on the public footpath Poulshot #25. GC asked for clarity regarding the current exit and plans for the improvement of the stile and pathway in this area. The Council confirmed that improvement of this area is being discussed and application for additional funding to improve the gate and walkway is planned. Cllr Coleman agreed to send in the PIGS (Paths Improvement Grant Scheme) application on behalf of the Council to help expedite the work.

16/17/074 Poulshot Community Fund Update

The community fund panel met to discuss two applications. The panel put forward one recommendation to the PPC.

Poulshot Village Hall Trust has made an application for £2500 towards the installation of UPVC fascia's and gable ends for the Village Hall. Mr Ray Josey and Mr Jon Martin the applicants and presented to the CF Panel on 6th October.

The Community Fund Panel carried out the scoring matrix with a final score of 19 and fully supports the recommendation for the request of £2500.00 to support the work. The entire project has been quoted to cost £4780.00 inc. VAT. Mr Josey has applied to the Area Board for £2390.00 and has been granted £1800.00 leaving a shortfall of £2980.00 (therefore £480 shortfall after the CF grant). Planning permission has been granted by WCC with conditions and work will be carried out in coming weeks.

The council agreed with the decision of the CF. [Proposed TC. Second BH. **Agreed**].

Action: EM to write CF cheque for the Village Hall Trust for £2500.00

16/17/075 Village Green Maintenance

EM confirmed that three companies have now been contacted and the Council has received two out of the three quotes for the maintenance of the trees on the Green. The Council reviewed the documentation provided to the tree companies for purposes of a quote. The PPC discussed completing the work over a period of time and ensuring the chosen quote will be valid until at least November 2017. Discussion over the companies that submitted a quote took place and Wessex Tree Company was voted to be the company used to complete the remaining tree work. The decision was based on the amount of the quote, previous experience and VAT status of the company allowing the overall cost to be more affordable (almost 50% of the next cheapest quote). The Council agreed that continuing to chase the third tree quote or contact another company to quote is unreasonable. It was agreed that the Council has met the requirements for due diligence and that work should proceed to a schedule managed by the Parish Clerk. [Proposed TN. Second NH. **Agreed**]

EM confirmed that Wessex Tree Company completed emergency work on the three Horse Chestnut Trees on the Green following a large limb breaking overnight. WTC also completed work on the Willow Tree

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EM

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neighbouring the pond on the south side of the Green, after a large limb fell. This company was contracted on this occasion as the PPC held a submitted quote for work on the Trees and Health and Safety measures required immediate action. The total spend for was £2700.00 including VAT (which will be re-claimed), Wiltshire Council granted permission for the Willow tree on an emergency order.

EM discussed the emails received from concerned members of the Village regarding the state of the ditches. EM advised the Council of her intention to make contact with Wiltshire Council/Water Board to gain better understanding of what work would need to be carried out and who owns, and has responsibility for, the actual ditches in question. As a starting point Cllr Nixon has agreed to look into the one ditch that is along the Green by the wild flower garden and make an assessment of what work needs to be carried out. **Action:** EM and TN to meet to discuss and walk the ditches and make an initial assessment.

EM
TN

16/17/076 Planning Matters

New Applications Received For Discussion

Application 16/07949/TCA – Village Hall Facia Replacement – No objections

16/17/077 Correspondence and Circulars Received

Nil

16/17/078 Review of Prior Actions for Progress

Progress of prior actions still under action

16/17/079 Actions By Council

Cllr Ben Hamilton stated that he is still awaiting the query regarding the Village Trust remaining a Charity if the Trust is voted to become part of the Parish Council. This and the topic of the Village Trust status will be revisited in the January meeting.

16/17/080 AOB

EM notified the PPC that the Council Parish laptop has failed to function and that files have been backed up. EM proposed to the PPC that they take time to consider options before making a decision regarding the replacement of any IT hardware. Cllr Ben Hamilton asked for EM to put together a small business case to be reviewed and voted on in the January 2017 meeting. Cllr Coleman asked that information for subjects regarding backup storage and appropriate security for using functions like “The Cloud” or “Apple Drop” be considered and outlined in the above business case for the January meeting as well.

16/17/081 Request for funding – Over 60’s meal December 2016

A letter was received from Mandy Housby and Denise Josey asking for the Council to consider a donation of £250.00 to help support the annual Over 60’s meal in the Village. This donation would facilitate this event to remain free for the Parish members in attendance. [Proposed BH. Second TN. **Agreed**]

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16/17/082 Disbursements

Cheques

- (a) 000539. Simon Franklin (Green Maintenance) £402.00 (Against PO 16003)
- (b) 000540. Poulshot Cricket Club (Community Fund Loan) £2500.00 (Against CFO 105)
- (c) 000541. Poulshot Friends and Neighbours (Community Fund) £500.00 (Against CFO 104)
- (d) 000542. Grant Thornton (External Audit). £400.00 (Against PO 16005)
- (e) 000543. Poulshot Parish Council Investment of Community Fund £72,500.00
- (f) 000544. Poulshot Cricket Club £4500.00 forwarded payment from Landfill Grant
- (g) 000545. HMRC £107.80 (Clerk Salary Tax)
- (h) 000546. Parish Clerk £875.70 (Parish Clerk wages, 6 months not paid via DD)
- (i) 000547. Poulshot Village Hall. (Poulshot Village Council). £18.00 & £12.00
- (j) 000548. Poulshot Village Hall. (PCF hall hire). £6.00
- (k) 000549. Poulshot Village Hall. (Defib Course). £6.00
- (l) 000550. EMartin £400.00 (Magazine Grant)
- (m) 000551. Currently Unused
- (n) 000552. Poulshot Village Hall. (PCF) Hall Hire). £6.00
- (o) 000553. Poulshot Village Hall. (Poulshot Village Council). £12.00

Purchase Orders

- (a) 160001. Poulshot Village Hall. (Poulshot Parish Council Meeting. £60.00 & £18.00 (see Chq 547 & Chq 553)
- (b) 160005. Grant Thornton – Auditor. 2015/16 External Audit. £400.00 (see Chq 542)
- (c) 160006. Poulshot Village Hall. (Community Fund). £30.00 (See Chq 548, 552)
- (d) 160007. Poulshot Village Hall. (Defib Course) £6.00 (See Chq 549)
- (e) 160008. Poulshot Village News £800.00 (paid March and August) Payments complete

Purchase Orders

- (a) CFO 104 Poulshot Friends and Neighbours £500.00 (See Chq 541)
- (b) CFO 105 Cricket Club Loan £2500.00 (See Chq 540)

16/17/083 Next Council Meeting

Next meeting date set as Tuesday 10th January 2017 7:30pm

Subsequent meetings will be, March 7th 2017.

16/17/084 Items Of Maintenance

None

16/17/085 Key Messages

Poulshot Court regarding changes to the Public Footpaths and Informal consultation for Higher Green Farm

Meeting closed 20:55