

# POULSHOT PARISH COUNCIL

Cllr Mike Davis (Chair)  
Cllr Liz Bissett (Vice-Chair)  
Cllr Claire Church  
Cllr Tim Hues  
Cllr Nina Jeffries  
Cllr Caroline Nichols  
Cllr Dan Scott

1<sup>st</sup> May 2023

Dear Councillor,

## **Annual Meeting of Poulshot Parish Council**

You are summoned to attend the Annual Meeting of Poulshot Parish Council on Tuesday 9th May 2023 at 7.30 pm in the Village Hall.

The Press and Public are welcome to attend this meeting. Questions and statements will be taken from members of the public for 15 minutes at 7.30 pm, if required, prior to the start of the meeting, in accordance with the Parish Council's Standing Order No 3.

Yours sincerely



Jeannette Young  
Parish Clerk

POUSHOT PARISH COUNCIL  
ANNUAL COUNCIL MEETING TO BE HELD IN  
THE VILLAGE HALL  
ON TUESDAY 9<sup>TH</sup> MAY 2023 AT 7.30 P.M.

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

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recording and photography of the Council and Committee meetings by the general public and/or media. It would be appreciated if persons wishing to take photographs or to record a meeting, were, wherever possible, notified to the Chairman or Clerk before the meeting concerned.

**Public Participation-**

To hear public comments / questions. No decisions or arrangements will be made in this section. You will be allowed a maximum of 3 minutes. Maximum of 15 minutes allowed in total, in accordance with Standing Order No 3.

**AGENDA**

**1. Chairman for Ensuing Year**

The outgoing Chairman will ask for the nomination for the Office of Chairman for 2023/24.

The Chairman will put the nominations to the meeting, members will vote and the Chairman will declare the result.

The newly elected Chairman will subscribe the Statutory Declaration of Acceptance of Office, which will be countersigned by the Parish Clerk

**2. Vice Chairman**

The Chairman will ask for the nomination for Vice Chairman for 2023/24.

The Chairman will put the nominations to the meeting, members will vote and the Chairman will declare the result.

The newly elected Chairman will subscribe the Statutory Declaration of Office which the Parish Clerk will countersign.

**3. Apologies**

**4. Declarations of Interest**

To receive any declaration of interest by a member in relation to matters to be considered at this meeting as required by the Code of Conduct.

**4.1** Further to the granted dispensation of the meeting of 29<sup>th</sup> November 2023, minute reference 85/22b. A request for a further dispensation has been received from Cllr Nicol. "May I request a special further dispensation for 3 months to remain on the Parish Council. I am unable to leave Spain at the moment due to ongoing legal issues and family commitments. If I am granted the dispensation, I confirm I will endeavour to attend the Council meeting in July 2023 and that I am very happy to continue the website work".

## **5. Minutes**

To confirm as a true record the Minutes of the Extraordinary meeting of the Parish Council held on 20<sup>th</sup> April 2023. The attachments will form part of the main minutes but will not, be redistributed with this Agenda.

## **6. Chairmans Announcements**

- Update from Wessex water

Thank you for your email of 21 April with request for an update on our flooding investigation. Unfortunately, we don't have an update currently, but I will be in touch again in July to update on our progress. As mentioned before, high-level flooding investigations takes between 6 and 12 Months to complete. I am sorry I'm unable to be more helpful, on this occasion.

- Update Regarding Road Markings

Cllr Church has been chasing this and received the following email from the Highway Engineer;

I have investigated the 3 reports below and I can confirm they the reports have been inspected and an instruction has been raised for the contractor to refresh the faded lines. Milestone are currently mobilizing the lining teams that are due to start late May. The works for lining are currently being scheduled by Milestone and I am awaiting a programme of works.

## **7. Police Report**

Community Policing Team Reports from March, April 2023 and the Annual Report, attached.

## **8. Update from Gaigers re Townsend Farm**

As per minute number 123/23 – Summary and Plan attached,

*After clarification it was proposed by Cllr Scott and seconded by the Chair, Cllr Davis and RESOLVED to place information (on receipt from Gaigers) on the adjusted design and links on to Poulshot Parish Council website with a request that any comments on the proposals be emailed to Councillors, also to consider the updated information at the May 2023 Full Council meeting (subject to receipt of information and*

*advertising to the community as outlined above) and thereafter to provide a written response to Gaigers.*

**9. Update from Wiltshire Councillor**

To receive a verbal update from Cllr Tamara Reay

**10. Climate Change**

To receive a verbal update on the climate change webinar attended by, Cllr Liz Bissett

**11. Adoption of Standing Orders and Financial Regulations - attached:**

Members to resolve to adopt the attached, updated Standing Orders. Please note this document has been prepared using NALCs Model Standing Orders.

**12. Adoption of Financial Regulations - attached:** Members to resolve to adopt the attached, updated Financial Regulations. Please note this document has been prepared using NALCs Model Financial Regulations.

**13. Adoption of Financial Risk Assessment- attached:**

Members to resolve to adopt the attached Financial Risk Assessment.

**14. Start Time for Full Council Meetings**

Members to RESOLVE that the start time for all Full Council meetings is 7.30pm and this time be added to the adopted Standing Orders.

**15. Sealing of Documents**

It is now a legal requirement that a formal Resolution is made to authorise the sealing and execution of legal documents deeds. Members are therefore requested to **resolve** as follows:

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 2023/24 Municipal Year.

## 16. Record of attendance

Members to receive the attached Record of Attendance of Town Councillors at meetings during 2022/23.

Date	Type of meeting	Cllr Bissett	Cllr Church	Cllr Davis	Cllr Hues	Cllr Jefferies	Cllr Nichols	Cllr Scott
18/05/2022	Annual Meeting	attended	attended	attended	attended	attended	attended	attended
28/06/2022	General	attended	attended	attended	attended	attended	attended	attended
12/07/2022	General	attended	attended	attended	apologies	apologies	apologies	attended
27/09/2022	General	attended	attended	attended	attended	attended	apologies	attended
12/10/2022	Extra-ordinary	attended	apologies	attended	apologies	apologies	apologies	attended
15/11/2022	General	attended	attended	attended	attended	apologies	apologies	attended
29/11/2022	Extra-ordinary	attended	apologies	attended	attended	attended	apologies	attended
10/01/2023	General	attended	attended	attended	attended	attended	apologies	attended
07/03/2023	General	attended	attended	attended	attended	apologies	apologies	attended
20/04/2023	Extra-ordinary	attended	apologies	attended	apologies	attended	apologies	apologies
10		10	7	10	7	6	2	9

Cllr Nichols received a 6 month Dispensation from 29-11-22

## 17. Calendar of meetings

Members to **RESOLVE to APPROVE** calendar of meetings for the Municipal Year 2023/24. Decision needed on the dates for July and September.

Day	Date	Month	Year	Type of Meeting
Tuesday	12th or 28th	July	2023	Normal
Tuesday	12th or 19th	September	2023	Normal
Tuesday	7th	November	2023	Normal, Budget setting
Tuesday	9th	January	2024	Normal, Precept
Tuesday	12th	March	2024	Normal
Tuesday	14th	May	2024	Annual Council Meeting. Election of Chairs
Tuesday	7th	May	2024	Parish Annual Meeting

## **18. Financial Expenditure.**

To consider and to approve the attached expenditure report.

## **19. Finance Report and Bank Balances.**

To receive and note the attached report.

## **20. Internal Audit – attached.**

Members are requested to RECEIVE and NOTE the attached Annual Internal Audit Report from Mulberry & Co, which was completed at their visit on 5<sup>th</sup> April 2023, together with the completed Annual Internal Audit Report (AIAR) (page 3) of the Annual Governance and Accountability Return (AGAR). The attached report justifies the completion of Section 1 of the AGAR, the Annual Governance Statement and also Section 2, the Accounting Statement and recommends approval of the AGAR for signature.

Also for Members to note in accordance with minute number 109/23 Mulberry and Co will be the internal auditors for 2023/24.

## **21. Annual Governance and Accountability Return (AGAR) 2022 – 2023 Form 2**

Members are requested to NOTE that Poulshot Parish Council will be claiming exemption from a limited assurance review as an authority that meets the specified criteria. This Form 2, Certificate of Exemption, is submitted to the nationally appointed External auditor (PKF Littlejohn LLP) and will be carried out remotely by means of a document called an Annual Governance and Accountability Return (AGAR).

### **21.1 Annual Governance Statement 2022/23 (AGAR-Section 1)**

Members are required to **RESOLVE to APPROVE** the attached Annual Governance Statement 2022/23 as detailed in Section 1 of the AGAR (see attached). This document must be signed by the Chairman or, in his absence, must be signed and dated by the appointed Chairman of the meeting, together with the Parish Clerk. The Minute reference is to be entered.

### **21.2 Year End Accounts 2022/23**

Members are requested to **RESOLVE to APPROVE** the attached Year End Accounts, 31 March 2023

### **21.3 Accounting Statements - AGAR Section 2**

Members are requested to **RESOLVE to APPROVE** the attached Accounting Statements 2022/23 as detailed in Section 2 of the AGAR (see attached). This document has previously been signed and dated by the RFO and must also be signed and dated by the Chairman, or in

his absence, must be signed by the appointed Chairman of the meeting.

#### **21.4 Exercise of Public Rights - Inspection of Accounts**

To note the following dates for the Exercise of Public Rights

Date inspection notice issued 2 June 2023

Inspection period begins 5 June 2023

Inspection period ends 14 July 2023

#### **22. Payments by Direct Debit/Standing Order**

Members are required to RESOLVE to APPROVE the attached list of payments made by Direct Debit and /or Standing Order.

#### **23. Payments by BACS/Bank Transfer**

Members are required to RESOLVE to APPROVE the payment of all invoices by BACS or Bank Transfer, where possible.

#### **24. Salary Payment by BACS**

Members are required to RESOLVE to APPROVE the payment of monthly salary by BACS, with overtime and expenses paid a month in arrears.

#### **25. Requests from Electors**

- a. I am writing to ask if it would be possible to ask the parish council if I could continue using the access until the new fence goes up? I would hope to have the gate moved at the same time.
- b. If the Grant provided for the coronation event, does not cover the purchase of Coronation mugs for Poulshot children of primary age, please could the Council make up the difference.
- c. Please could the Council consider purchasing for the community a village photo with frame that was taken last year at the Jubilee celebrations. The photo could be hung in the village hall with the trust's agreement.

## 26. Community Group updates

### 26.1 Poulshot Village Trust update and Request

*You may be aware that the 50<sup>th</sup> anniversary of Poulshot Village Trust is reached in May. We plan to mark with a day of activities that we hope will appeal to many in the village. Precise details will follow, but for the moment the 50<sup>th</sup> anniversary day will consist: a guided 'Alphabet' walk in the morning and, in the early evening, a conversational talk, both with Stuart 'Wildman' Mabbutt and William Mankelow (<https://www.wildmaninspires.co.uk>).*

**Request** *We are investigating the possibility of having 'Pizza Wagon' in place for the end the Alphabet walk so people can enjoy lunch afterwards. As the walk ends in Green Gardens we would like the Parish Council's permission of park a 'wagon' onto village green adjacent to one of the entrances into Green Gardens on Saturday 13 May 2023 from 10am to 3pm. The Trust will ensure not litter remains when the event is complete.*

### 26.2 The Fete Committee & St Peters Church update and requests

- a.** *The Fete Committee would like to seek permission from the Council to hold the Fete on the Green on Saturday 24th June between 2 and 4.30. The principal attraction will be a Family Dog Show. This will be judged by Chris and Helie Franklin. They would like to bring a small pen of animals, ie lambs, donkey etc.  
In addition, there will be a bouncy castle ( I have asked him to bring his certificate of insurance) and all the usual stalls.*
- b.** *The date for the Village Fete this year is set for on Saturday June 24th. It is usually held around that date, because St Peter's Day falls on 29<sup>th</sup> June. It has traditionally been a Church Fete and money made goes into Church funds. It is St Peter's main fund raising occasion.  
This is a traditional event in the life of Poulshot, and permission is requested for us to hold this on the Green.  
Although the net proceeds are for the benefit of the Church, the event itself is important for community cohesion in Poulshot and is an important part of Poulshot's village life.  
The event will consist of various stalls, Bar, BBQ, Teas, Family Dog show (this year's main event!) and Tug of War, a well tested formula for many years, and is therefore considered "low risk".*



**27. Confidential**

Exclusion of Press and Public It is recommended that under section 100 (A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in Part 1 of Schedule 12 (A) of the act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property. And Any instruction to counsel and any advice received, information obtained or action to be taken in connection with - (a) any legal proceedings by or against the authority,	Public excluded from the meeting to enable consideration of the reports and proposals	Publicity in relation to the proposals could prejudice sensitive negotiations by the Council in making its decisions.
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**28. Minutes**

To confirm as a true record the Confidential Minutes of the extraordinary meeting held on 20<sup>th</sup> April 2023.

**29. Legal Advice Charge**

To consider timeline and charge.