

POULSHOT PARISH COUNCIL

Agenda Item 3

**DRAFT MINUTES OF
FULL COUNCIL MEETING
HELD IN THE VILLAGE HALL
TUESDAY 15TH NOVEMBER 2022 AT 7.30 PM**

PRESENT: Cllr Mike Davis (Chairman)
Cllr Liz Bissett (Vice Chairman)
Cllr Dan Scott (RFO)
Cllr Claire Church
Cllr Tim Hues
Wiltshire Cllr Tamara Reay

OFFICER: Jeannette Young (Clerk)

PUBLIC PARTICIPATION: 8 members of the public were in attendance.

The Chairman introduced James Gaiger and Nick Church who were in attendance to speak about the proposed residential development of Townsend Farm by Gaiger Brothers, housing developers from Devizes.

James opened the update by explaining 3 months ago they had applied for pre application advice for 14 houses on the site of Townsend Farm. The company initially consulted with residents on the 7th July at the Village Hall, receiving approving and disapproving comments. Twenty-two feedback forms had been received by this date of this consultation, which the majority were in favour of the development, however the forms also raised questions and concerns around the following issues

- Affordable housing (this is dependent on Wiltshire Council housing needs survey- yet to be published)
- Flooding
- Traffic (a survey was completed earlier this year and showed speeds of 33 to 40 miles an hour in the 30-mph zone of the village)
- Access
- Open space
- Utilities

It was reiterated that they wanted to work with residents as much as possible and they hoped to have a response from Wiltshire Council Planning department on the submitted pre application and housing survey soon. Once this response is received a

POULSHOT PARISH COUNCIL

planning application will be submitted hopefully in early 2023. Nick stated that more in depth information on the site can be found at this link [Townsend Farm, Poulshot – Gaiger Brothers Proposed Redevelopment \(gaigerbros.co.uk\)](https://www.gaigerbros.co.uk)

Cllr Scott spoke about the Draft Housing Needs survey that Councillors received back in September he advised that the Village information needs updating. Highlights from the survey were:

- 165 households in Parish,
- Lower than average responses - only 14 replies received from community
- Need for 2 and 3 bedroom houses- based on above responses
- 29 social homes in Parish already
- Housing turnover levels are very low for Parish

The survey was run online by Wiltshire Council from July to August 2022. All households should have received a blue card with the survey access details, delivered with their Parish Magazine.

A couple of questions were raised by a member of the public present.

- Speeding in the village, what is being done about it?

The Chairman explained that this had previously been discussed and it was difficult to get Highways to change the speed limit in the Parish because of the lack of ability by the Police to monitor and enforce on drivers. Cllr Church confirmed she will be taking a request for white gates to the next Wiltshire Council Local Highway and Footway Improvement Group (LHFIGs) meeting. It is hoped by installing gates at both ends of the village will highlight the 30mph zone.

- What is the 10 year plan for the village?

Cllr Scott explained that the Parish Council has no control over development of the village. This statutory power rests with Wiltshire Council and as a Parish Council they are only permitted to comment and raise objections. The Council had tried to use the Housing Needs survey to raise any suggestions and concerns for consideration by Wiltshire Council, and residents had the same opportunity.

It was further suggested that the Parish Council look back through old minutes to see what the view was in 2017 and questioned whether a village survey would be helpful. The Chair pointed out that they were trying to work with the two local housing developers in identifying, further footpaths, cycleways etc.

64/22 Apologies

Apologies were received from, Cllr Nina Jeffries and Cllr Caroline Nichols

POULSHOT PARISH COUNCIL

65/22 Declarations of Interest

Cllrs Bissett and Church declared an interest in the Townsend Farm development.

Cllrs Bissett, Church, Davis and Hues declared an interest in agenda item 11, Cricket club grant allocation, with Cllr Scott declaring he is the assistant treasurer of the club so would not be voting on the item.

66/22 Minutes

It was proposed by Cllr Bissett, seconded by Cllr Davis and

Unanimously Resolved to confirm the minutes of the Full Council meeting held on the 27th September 2022 and the minutes of the Extraordinary Full Council meeting held on 12th October 2022 as a true record. Both these minutes were signed by the Chairman.

67/22 Chairman's Announcements

The Chairman made the following announcements:

- Due to the outbreak of Avian Flu, all allotment holders were contacted and quickly responded, confirmed that all birds held on the allotments have been covered in by netting.
- Notice was given on the pond maintenance days organised by the Village Trust taking place on Sunday 20th November and Saturday 26th November, 10am -12 noon. All welcome to attend.
- Confirmed the old Clerks email address is still live but no longer active or monitored. There is an out of office message sent to any incoming emails at this address. The new email address is poulshotparishclerk@outlook.com
- The Chair has been receiving persistent communication regarding the activities of the stud farm, it was requested this be place on the next agenda for discussion.

68/22 Police Report

Disappointment was expressed at the lack of attendance by the police at parish meetings. There were concerns over two more recent break-ins in the village, this seems to show a recurring problem, with the number of repeated break-ins over the last year. With this considered it was agreed to contact the police and request they attend the next meeting in January to discuss this specific issue and offer any guidance.

Wiltshire Councillor Tamara Reay commented that the police were planning to issue area reports for all Councils in the near future.

POULSHOT PARISH COUNCIL

69/22 Update from Wiltshire Councillor Tamara Reay

Wiltshire Council are:

- Pulling together a directory of warm spaces
- Launching a grant scheme for electric charging points. Primarily targeted for off street parking and could be something for the village to consider. Cllr Reay will forward details to the Council.
- Boundary review is at its 2nd consultation stage. It is proposed Wiltshire Council wards within the Devizes Area Board area, and everything in between will be merged with Melksham to form one constituency.
- Putting together for Devizes area a local cycling infrastructure plan. This plan is not to do the work but to have a plan ready for when resources are available

In relation to the Cycling Plan, the Chair asked about a byway that the village was keen to make into a hard surfaced circular route. After discussion, and on behalf of the Council, Cllr Reay agreed to approach Paul Millard the Country Side Officer to ask for advice.

70/22 Planning Applications:

Application	Comments
<p>A) Application Ref PL/2022/07795 - Notification of proposed works to trees in a Conservation Area - Cooks Orchard, The Green, Poulshot.</p> <p>Proposal: T1 to be dismantled due to overcrowding. T2 to be dismantled as it is too close to the building.</p>	<p>Members had no objections, however, they would like applicants to be encouraged to replace any removed trees with native tree species It was also noted that this application refers to trees on two separate sites</p>
<p>B) Application Ref PL/2022/08158 – Notification of proposed Works to Trees in a Conservation Area - 14 Moat House The Green, Poulshot.</p> <p>Proposal: T1 - Beech - To crown raise the two lower branches that overextend the garage and house due to end weight loading limbs. T2 - Leylandii - To reduce the branches that overextend the garage roof and cause leaf droppage and excessive shading. G3 - Group of Self Seeded Chestnuts - To reduce the branches that overextend</p>	<p>Members had no objections</p>

POULSHOT PARISH COUNCIL

<p>the garage roof and cause leaf droppage and excessive shading. T4 - Elm - To crown raise the lower branches that have overextended the footpath. T5 - Silver Birch - To reduce by 30% to maintain the trees amenity value.</p>	
<p>C) Application Ref PL/2022/08118 - Proposed Works to Trees in a Conservation Area Address: 15 Townsend Barn, Poulshot. Proposal: T1 - Conifer tree to be removed. T2 - Conifer tree to be removed.</p>	<p>Members had no objections, however, they would like applicants to be encouraged to replace any removed trees with native tree species</p>

It was proposed by Cllr Scott, seconded by Cllr Bissett and **UNANIMOUSLY RESOLVED** to make the following comment, when applications are received to remove trees, all applicants should be encouraged to replace any removed trees with native tree species.

71/22 General Power of Competence

Members to noted that Poulshot Parish Council has Mrs Jeannette Young in post as the Parish Clerk. Jeannette is CILCA qualified and there are sufficient elected members of the Council to ensure that Poulshot Parish Council is compliant with the rules for the use of the General Power of Competence.

It was therefore proposed by Cllr Bissett, seconded by Cllr Scott and **UNANOMOUSLY RESOLVED** that Poulshot Council meets the criteria which enables it to qualify as an eligible Parish Council to use the General Power of Competence. This Resolution will last for the remaining term of office of this Council.

72/22 Sub -Committee Review

Due to the incorrect terminology being used when setting up the sub-committees terms of reference, a discussion took place that they be change to working groups. This change will enable Cllrs to work more efficiently giving the opportunity to meet and work via online video platforms. It was also discussed that that membership should stay the same but with the addition of Townsend Farm Development working group, membership to be, Chair (Cllr M Davis), and Cllrs D Scott, T Hues and N Jeffries.

It was proposed by Cllr Davis, seconded by Cllr Bissett and **UNANOMOUSLY RESOLVED** to adopt the new Terms of Reference for Working Groups and Membership, with the addition of Townsend Farm Development Working Group, membership of this group to be, Chair (Cllr M Davis), and Cllrs D Scott, T Hues and N Jeffries.

POULSHOT PARISH COUNCIL

73/22 Request from Poulshot Cricket Club

Poulshot Cricket Club requested permission to carry out servicing and maintenance of the artificial strip which is on the Village Green; land owned by Poulshot Parish Council.

It was proposed by Cllr Davis, seconded by Cllr Church and

UNANOMOUSLY RESOLVED to give permission to Poulshot Cricket Club enabling them to instruct a contractor to service and repair the artificial strip on land (Village Green) belonging to Poulshot Parish Council.

74/22 Community Fund Grant Request

It was brought to the attention of members that there was a live resolution from the 18th May 2022 stating the following;

09.22.15. Community Fund. Having considered seeking legal advice on the Terms of Reference and what the fund can be used for Cllrs RESOLVED to seek the legal advice as a matter of urgency and in the meantime to only consider grant requests for capital items.

Due to the grant requesting funds for servicing and maintenance, it was agreed this would conflict with the previous resolution.

It was therefore, proposed by Cllr Bissett, seconded by Cllr Davis and

Resolved to defer the grant application until the next meeting in January, when it is hoped the Community Fund Terms of Reference have been reviewed, giving a clearer view on what the funds can be used for.

75/22 Grass Cutting

Idverde have been contacted and will be submitting a quote for cutting the grass. The Chair confirmed that he will endeavour to obtain 2 more quotes to conform with financial regulations. It was also confirmed that the wildflower triangle (one cut per year) and amenity land be included in the quotes.

76/22 High Green Farm -Boundary Fence

It was confirmed the exact boundary has been established and marked.

Following an email and a letter being sent to the previous developer requesting work to start on the agreed fencing. Correspondence had been received from the new developers' solicitors and the old developer both denying ownership of the matter. However, the Chair stated that he planned to meet with the new owner (Ashford Homes) on site in the next few weeks, where he hoped to raise the subject, other Councillors were more than welcome to join him.

It was further requested that the Clerk writes to the resident who has created an unauthorised access across the land and that was being used by horse riders.

POULSHOT PARISH COUNCIL

77/22 Village Hall Transfer of Land Update

Solicitors have confirmed the documents are now agreed and will be sent out for signing in the coming days.

78/22 New Website

It was discussed that the new website should not to go live yet, it needs further work, more updates and links are needed. Cllr Church to speak with Cllr Nichols to offer help.

79/22 HMRC VAT

Cllr Bissett was thanked for her time and effort this issue has taken.

It was confirmed that a number of years ago the Parish Council claimed back VAT amounting to £1852. Cllr Bissett read out an explanation letter from HMRC where it explained the recovery should not have been claimed because the work, 'footpath repairs' did not fall within the Parish Councils statutory powers. Cllrs then considered a further email from HMRC which stated the following.

I can point you to the guidance at VATGPB4850 <https://www.gov.uk/hmrc-internal-manuals/vat-government-and-public-bodies/vatgpb4850>

A section of that states "There is no legal basis for un-registered bodies to be assessed for previous errors, but anything significant from earlier periods can be adjusted on a current claim."

Bearing in mind the amount of time that has passed, and the fact that the amount involved is not significant I would suggest you just take on board another part of that guidance which says " It may be more cost effective to make certain that the un-registered body understands the correct VAT treatment for future claims. This is a matter for local discretion."

I imagine with the amount of correspondence regarding this matter you are absolutely clear on the correct VAT treatment for future claims.

Following discussion of this email it was proposed by Cllr Davis, seconded by Cllr Bissett and

UNANOMOUSLY RESOLVED for Poulshot Parish Council to write to HMRC expressing their thanks for the dealing of the matter and confirming it now understands the correct VAT treatment for future claims.

80/22 Finance Report and Bank Balances

Councillors received and noted the following 9th November spreadsheet showing Bank balances of Parish Account £13,617.72 and Community Fund £122,649.81, collectively standing at £136,267.53. Payments totalling £339.74 were also listed.

81/22 Financial Expenditure

POULSHOT PARISH COUNCIL

The RFO listed payments that required authorisation and it was agreed these would be signed by members of the finance working group at the end of the meeting. It was noted there are 3 recurring yearly payments to Microsoft Office, Norton antivirus protector, and monthly Vodaphone.

Due to the insurance premium being missed by the previous Clerk, Councillors were requested to ratify the insurance renewal for the 3-year option, thus saving the Council approximately £25 per year, it was therefore proposed by Cllr Davis, seconded by Cllr Bissett and

UNANIMOUSLY RESOLVED to ratify the insurance payment and 3-year renewal option.

82/22 Draft Budget

The draft budget was presented, and the precept setting explained along with the need to increase healthy reserves to return to where the Council should be. After discussion it was agreed to further consider it at the next meeting on January 10th, 2023

83/22 Community Fund

After discussion and confirmation of membership of the Finance Working Group, it was proposed by Cllr Bissett, seconded by Cllr Hues and

Unanimously Resolved that the Terms of Reference for the Community Fund are reviewed and updated by the Finance working group and if necessary, obtain legal advice, before further consideration by Council at their next meeting.

Meeting ended at 21:15

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

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: CHRISTMAS TEA PARTY FOR ELDERLY RESIDENTS

APPLICANTS CONTACT DETAILS:

Name: IAN GILLIES - POULSHOT FRIENDS & NEIGHBOURS CLUB

Address:
POULSHOT SN 10 1SD

Email address:

Landline number:

PROJECT: CHRISTMAS 2022 TEA PARTY FOR ELDERLY RESIDENTS

Description:

Describe your project in full, giving objectives, objectives etc.

POULSHOT FRIENDS AND NEIGHBOURS CLUB, supported by the PEGGIES are proposing to hold a "Tea Party" in the run up to Christmas for the elderly, vulnerable or lonely residents of POULSHOT. This event replaces the Christmas Dinner event which used to take place prior to the Covid pandemic and which received a S.137 grant of £250. The Tea Party will incur lower costs but will achieve the same objective of providing a social opportunity for the invitees to meet friends and to minimise feelings of loneliness at Christmas. The event will take place on December 15 2022 in Poulshot Village Hall.

Management:

Who is going to manage the project? How will you handle the various stages? And who your management would be?

The project will be sponsored by Poulshot Friends and Neighbours Club, but the event management will be led by the Peggies.

Costs:

Give a breakdown of cost including staff, materials and ongoing costs. Please state a list of these costs.

The cost is anticipated to be approx £100, and a S.137 grant or Community fund allocation for this amount is hereby requested.

Benefits:

In your opinion what are the long term benefits to the Community? Please use your answers to show you believe residents of Poulshot may benefit.

The benefits of this grant, to which approx 95 Poulshot residents will be invited are:

- ① Social contact between other village residents at Christmas
- ② Some mitigation of feelings of loneliness at this time of year particularly amongst those who live alone or whose family members are no longer with us
- ③ Recognition that the wider village, and the P.C. cares about them

Area Of Benefit:

Which of the following describes your proposed project?

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

Additional Information:

Please use any other information which may be relevant to your application. Please provide details below or on a separate sheet.

During the Covid pandemic period, the Peggie provided small Christmas Hampers to the same groups of people. These were hugely appreciated and did much to raise the spirits of the residents concerned. It is to achieve the same benefit but with the addition of social interaction that this project has been conceived.

DECLARATION	
I have read and understand this application in order of their the form and its requirements.	
Signature:	Date: 16/11/2022

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 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:	

Wayleave Consent

ELECTRICITY ACT 1989

I/We, Poulshot Parish Council

of Barley Hill Farm, Barley Hill Lane, Poulshot, Devizes, SN10 1RS

being the owner(s) and occupier(s) of land registered at Land Registry with title number WT280090 situated in the County of Wiltshire (hereinafter referred to as "the land") shown on the plan annexed hereto for myself/ourselves my/our successors and assigns HEREBY CONSENT to SOUTHERN ELECTRIC POWER DISTRIBUTION plc (Company Registration No. 4094290) whose registered office is at 1 Forbury Place, Forbury Road, Reading, RG1 3JH hereinafter referred to as "the Company") placing on and/or under the land the works described in the Schedule hereto in the position (as near as may be) indicated in the red and/or green on the said plan and using maintaining repairing replacing altering renewing inspecting and removing the same and to the Company cutting lopping or felling in a woodmanlike manner any tree or hedge on the land which obstructs or interferes with the works and to the Company entering on the land at all reasonable times by its servants and agents for any of the purposes aforesaid upon the following terms:-

- 1) The Company shall pay to me/us during the existence of the works on the land by way of rent and compensation for interference with agricultural operations yearly sums calculated in accordance with the published scales of wayleave payments (the payments and conditions currently in force are shown on the statement attached hereto). The said sums shall be paid on the 1st April in each year and at the rate currently in force at that date, the first payment being proportioned from the date of the completion of the wayleave.
- 2) In addition to any compensation payable under Condition 1 hereof the Company shall:-
 - a) make good or compensate me/us for such injury suffered by me/us or such damage done to the surface of the land and to any property of mine/ours on or under the land and
 - b) indemnify me/us against such action which may be brought or made against me/us as may be attributable to or arise out of anything done by virtue of the Consent and not occasioned by my/our negligence or the negligence of my/our servants or agents PROVIDED THAT I/we shall as soon as practicable give notice of any such injury or damage suffered by me/us or any such action or claim brought made or threatened against me/us and shall not settle adjust compromise or defend such action or claim without the consent of the Company PROVIDED FURTHER that the Company may take over the conduct of any such action or claim in my/our name and I/we shall give such information and assistance as the Company may reasonably require.
- 3) This Consent shall remain in force until determined by either party giving to the other party at any time twelve months' previous notice in writing in that behalf subject to the rights of the parties under the Electricity Act 1989 or any statutory modification or re-enactment thereof and any Regulation made under such Act.

THE SCHEDULE

**New underground service cable to be installed at Higher Green Farm, Poulshot Road, Devizes,
Wiltshire, SN10 1RW**

THE WORKS

- (a) ~~The placing of one or more overhead electric lines (including such towers poles stays and struts as may be required for supporting them and any ancillary apparatus required in connection therewith) in the position shown on the annexed plan(s) by a continuous red line (the position of each tower and each pole being shown by a red square and red circle respectively and of any stays or struts being shown by a red T).~~
- (b) The placing of one or more underground electric lines (cables) and any ancillary apparatus required in connection therewith in the position shown on the said plan(s) by a continuous green line.

DATED this Day of 2022

SIGNED by the said.....

SCHEDULE OF ANNUAL PAYMENTS**RENT**

	£ per annum
For each single pole	7.61
For each "A" or "H" pole	9.68
For each strut	1.86
For each stay	1.86
For any electric line laid underground each 50 metres of cable route or part thereof	2.00
For any electric cable overhead each 100 metres or part thereof	1.53

Payable on the 1st April in each year. The first payment to be proportioned from the date of the completion of the wayleave.

COMPENSATION FOR INTERFERENCE WITH CULTIVATION**Arable Land per Annum****£ per annum**

For each single pole	24.71
For each "A" or "H" pole	29.88
For each pole and stay	32.42
For each H pole and stay	37.59
For each single or isolated stay or strut	7.71
For each additional stay	3.85

Permanent Pasture / Long Leys per Annum**£ per annum**

For each single pole	2.64
For each "A" or "H" pole	3.68
For each pole and stay	5.72
For each H pole and stay	6.76
For each single or isolated stay or strut	3.08
For each additional stay	1.54

Hedges / Ditches per Annum**£ per annum**

For each single pole	0.70
For each "A" or "H" pole	1.57
For each pole and stay	2.45
For each H pole and stay	3.32
For each single or isolated stay or strut	1.75
For each additional stay	0.86

Payable on the 1st April in the year. The first payment being proportioned from the date of the completion of the wayleave.

In the event of the amount payable to me/us for the rental under Clause 1 of this Consent amounting to £20.00 per annum or less, I/we accept the sum to twenty times the said amount in full satisfaction of any claim I/we have for such rental during the existence of the works on the land.

Save as aforesaid the provisions of this Consent are to remain unaffected.

I accept a single commuted sum of **£40**: Yes/ No

Signed X.....

Map Centre: 397022, 160101 Grid Ref: ST97026010
 Scale: 1:250 Page Size: A3 Plot Date: 19/10/2022
 Designer Name: White Karn Job Number:
 (Contractor)

Network Type: No Network
 UNCONTROLLED COPY
 Subject to revision
 Master held by SSEN Asset Data Team - Asset_Data@sse.com

Signed By The Grantor

Dated

Key
 Proposed underground cable shown green.

VOLTAGES (V)

LV (Low Voltage) and Services	up to 1,000V
HV (High Voltage)	over 1,000V to 11,000V
EHV (Extra High Voltage)	22,000V to 132,000V
Transmission	275,000V and 400,000V

NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID

Services	LV	HV	EHV
FOOTPATH/UNMADE	0.45m	0.6m	0.8m
ROAD CROSSING	0.6m	0.6m	0.9m
AGRICULTURAL	1m	1m	1.1m

WARNING

There may have been subsequent alterations to the surface levels. Trial holes must be taken to determine positions and depths of cables. HS (G) 47 Booklet from the Health and Safety Executive - Avoiding Danger from Buried Cables - should be consulted before commencing excavation work.
 WHEN WORKING IN THE VICINITY OF OVERHEAD LINES THE HEALTH AND SAFETY GUIDANCE NOTE G55 SHOULD BE CONSULTED (AVAILABLE FROM THE HSE WEBSITE)

If you are unsure & need to seek advice before commencing excavations please contact;

General Enquiries 0800 048 3516
 Southern Electric Power Distribution plc
 Registered Office: No 1 Forebury Road
 43 Forebury Road Reading RG1 3JH
 Registered in England & Wales No.04098290
 Subject to revision - Master held by SSEN Distribution Asset Data Team
 Asset.Data@sse.com 01256 337 294

BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF
 H.M. STATIONERY OFFICE. CROWN COPYRIGHT RESERVED.
 This copy has been made by the copyright owner for the purpose of the Copyright,
 Designs and Patents Act 1988 (The Act). Unless the Act provides a narrow exception to copyright the copy must not be copied
 without prior permission of the copyright owner. Plans generated by digSAFE Pro7 (TM) software provided by Unsearchtechnology.



