

POULSHOT PARISH COUNCIL
PARISH COUNCIL MEETING 24th May 2016, 7:30PM
THE VILLAGE HALL, POULSHOT
MINUTES

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

Apologies: None

Also present: 4 members of the public; Cllr J Seed (WCC), Parish Clerk, Mr J Martin [JM] for Mrs E Martin [EM]

Meeting commenced 8:05pm.

16/17/001 To adopt Mr J Martin as temporary clerk for Mrs E Martin.

Proposed and accepted [BH Proposed. TN Second. **Agreed**]

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16/17/002 Apologies for absence.

No absences

16/17/003 Election Of Chair for the coming year.

Cllr. G Collett proposed and re-elected. [AB Proposed. TN Second. **Agreed**]

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16/17/004 Election of Vice-Chair for the coming year.

Cllr. S Housby proposed and re-elected [TN Proposed. GC Second. **Agreed**].

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16/17/005 Declarations Of Interest.

No new interests declared. The current dispensations in place are sufficient until later in 2016.

16/17/006 Agree minutes of previous meeting (March 2016 and April 2016)

March Minutes accepted subject to correction of spelling of Mr Noyes name. [BH Proposed. SH Second. **Agreed**]

April Minutes accepted [BH Proposed. SH Second. **Agreed**]

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16/17/009 Chairman's Announcements

Chair GC wanted to propose best wishes on behalf of the Parish Council to Clerk, Elizabeth Martin, who is with her mother who is going through an extended illness, and thanks to the temporary Clerk. [GC Proposed. TN Second. **Agreed**]

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Chair expressed how good the Village Green is now looking thanks to the efforts of the Poulshot Cricket Club, it hasn't looked this good in along time. A new Parish Steward is now in place and Cllr. Collett has met him and will be attending the forthcoming Steward meeting. The PPC is looking for volunteers for strimming around trees and ditches to help keep the village looking good.

16/17/008 Police Report

The Neighbourhood officer was unable to attend but contacted EM by email including a list of the recent incidents in the village. A recent fire in Townsend resulted in two arrests for Arson.

16/17/009 Wiltshire Councillor's Report (Cllr. J Seed)

Cllr. Seed gave his report as part of the Annual Village Meeting.

16/17/010 Public participation

Mr M Hues addressed the Council regarding the recent Cricket pitch installation and the improvements to the Green. He felt that whilst the Green now looks fantastic, he was concerned that it will deter people using it except for official use. Evidence from the floor and from the council members appeared to allay Mr Hues's concern; since the improvements the use of the Green appears to have increased significantly with several families using it for impromptu Cricket and some of the younger members of the village have been using the Football Goal and have added their own netting. It was felt, by the Council, that the changes have definitely helped the Green be a better part of the community. Cllr Hunloke expressed that in his view it was a Green, not a park and that the council should try to keep is as such – some areas

rough, some not so. Cllr Housby reminded the council that the original registration of the Green in the 1960s would have required it to have been a “place of recreation”.

Lady K Hunloke told the council that she is partial to Cow Parsley and was disappointed that it has all been cut from the roadsides. She asked that maybe the verges could be cut narrower the first time to allow the parsley to grow a little more at the back. Cllr Baber said that not cutting the verges may help reduce some of the speeding cars.

16/17/011 Matters Arising From the Annual Parish Meeting

During the Annual Parish Meeting Mr M Wilson gave a very detailed overview of the current state of the Community Speedwatch. To summarise: the speeding issues in Poulshot are quite considerable with someone being observed at 75 mph outside the Raven and a significant number of people over 35 mph. Mr Wilson noted to the PPC that there was not a Highways Representative anymore on the council. Cllr. Coleman pointed out that he used to be but could find nobody to take over his duties. Mr Wilson went on to say that he would like support from the Council. Cllr. Coleman has costed a Speed Monitor machine and White Picket Fencing (for the entrances to the village). Cllr. Coleman will come back to the next meeting with the details. **Action. Cllr Coleman to give details** to July meeting of the PPC

TC

16/17/012 Planning Matters

16/04169/TCA – Horse Chestnuts On The Green (Application by the PPC).

This was the only planning matter on the agenda and is the council’s own application. The council will discuss quotes at the next meeting.

16/17/013 Poulshot Community Fund

Cllr Housby: There has not been much news since the last meeting. Currently closing out the agreed investment strategy with monies expected to be in the new back accounts very shortly. Community Fund to meet at the end of June.

16/17/014 Solar Farm Landscape

Mr M Hues gave the council a quick overview on progress of the landscaping at the Solar Farm. Trees have been planted, new hedges and the work appears to be mostly finished with only the grass seeding to be done.

16/17/015 Emergency Planning Document Update

Cllrs. Nixon and Collett are working on the document, they have started but there is a long way to go.

16/17/016 Thinning Of Trees On Broad Lane and Broadway Lane

Cllr. Nixon stated that these were still outstanding and could wait until the autumn. The council would also need to seek permission from the owners of the land either side of the Rights Of Way.

The council felt that the question on who maintains the hedges around Mr Baber’s old cottage on Broadway Lane was unclear but until the matter arises the Council should do nothing. Proposal: do nothing until requested. [Proposed. SH. Second TN. **Agreed**]

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16/17/017 Correspondence and Circulars Received.

Four Items Received

- (a) Email: From Mr C Henwood and Email: From J Edwards both regarding the material deposited under the fir tree next to #4 The Green.

The council discussed Ms. Edwards letter first. Cllr. Collett told the council that the tree had been planted by his aunt but now, due to the safety concerns for he and Ms. Edwards/Mr Pipers’ properties, he would rather the tree be removed. It has reached a point in its life where it will become an issue and already a large part has broken off, fortunately causing no damage. Mr Piper (for Ms. Edwards) stated from the public floor that he also would be happy to see the tree removed. Proposal: Seek Planning Consent to have the tree removed [Proposed. BH. Second AB. **Agreed**]. Cllr. Collett noted a pecuniary interest as his property is next to the tree and was not included in the vote. **Action. Clerk to raise Planning Request and seek Quote for removal.**

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EM

For Mr Henwood's letter, Cllr. Collett stated that he has been cutting that area of the Green for 35 years and leaves the cuttings under the tree to decompose. It was felt that the removal of the tree itself would remove this particular issue. Cllr. Coleman raised the issue of the patch of the Green opposite this area not being cut by the contractor. Cllr. Collett said that the area was too small for the tractor and that local residents to that area could potentially help by cutting on occasion. **Action. Clerk to write to both Mr Henwood and Ms. Edwards to summarise the above.**

EM

(b) Email: From Mr R Josey, on behalf of the Village Hall Trust, regarding the planned application for funds to the MAB for improvements.

The council discussed the plans put forth by Mr Josey and agreed in principle that they had no objection but would like to see a sample of the materials that would be used. [Proposed SH. Second BH. **Agreed**]. **Action. Clerk to respond to Mr Josey to update him, and to request a sample**

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EM

(c) Letter: From Mr I Sault, regarding the use of the Village Green for a public event (Carriage Drive) on July 10th 2016

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The council agreed to the use of the Green in line with their Village Green Policy. [Proposal. TN. Second. NH. **Agreed**]. **Action. Clerk to inform Mr Sault.**

EM

An additional item for discussion was requested from the Public floor, which had missed the deadline. The council members and Clerk agreed to allow the matter to be added due to its time restriction.

(d) Vocal: From Lady K Hunloke, regarding the use of the Village Green for a public event (Queen's Birthday Celebration) on June 9th, 10th and 11th 2016

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The council agreed to the use of the Green in line with their Village Green Policy. [Proposal. SH. Second. NH. **Agreed**]. **Action. Clerk to inform Lady Hunloke officially.**

EM

16/17/018 Review Prior Actions

Cllrs. Hunloke and Collett have not contacted the conservation team regarding "Plank's" Pond. Cllr. Collett has spoken to Wiltshire Wildlife who expressed support for Mr Plank's plans as this would assist the Newts. However, at this present time the future plans for the pond are not well understood. No further action for now.

No other actions were discussed or progressed.

16/17/019 Operations Review

- (a) Review of memberships and subscriptions of the Council and staff to/of other bodies
Proposal to keep subscriptions and memberships as 2015/16. [Proposed TC. Second. NH. **Agreed**]
- (b) Health and Safety Policy – to review and sign the Policy Statement for 2016/17 (no changes proposed)
Proposal to adopt with no changes. [Proposed. BH. Second. TC. **Agreed**]
- (c) Freedom Of Information Policy – to review the Policy and publication scheme (no changes proposed)
Proposal to adopt with no changes. [Proposed. TC. Second. NH. **Agreed**]
- (d) Complaints Policy – to review the Policy (some changes proposed)
Proposal to adopt with changes. [Proposed. TC. Second. SH. **Agreed**]
- (e) To set and agree dates, time and place of ordinary meetings of the Council for 2016/17
Proposal to use first Tuesday of every other month (July, September, November, January, March)
[Proposed. TC. Second. BH. **Agreed**]

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16/17/020 Financial Review

- (a) Review of Standing Orders (no changes proposed)
Proposal to adopt with no changes. [Proposed. TC. Second. NH. **Agreed**]
- (b) Review of Financial Regulations (one change proposed)
Proposal to adopt with one change. [Proposed. TC. Second. NH. **Agreed**]

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- (c) Review of assets and of the Asset Register updated for 2016/17 (two changes proposed)
Proposal to adopt with changes. [Proposed. TC. Second. BH. **Agreed**] **
- (d) To receive a Financial Statement for the year 2015/16
Temporary Clerk, Mr Martin, read out the prepared Financial Statement for the year. There was no required action by the council.
The council discussed the outstanding debt from the former Ladies Group (now Poulshot Friends and Neighbours). This debt has not been officialised and the documentation relating to it is poor. The council discussed cancellation of the debt. Proposal: Cancel the debt [Proposed. TC. Second NH. **Agreed** – SH, BA opposed, AB, abstain. Tie-Vote. Chair GC voted Agree]. **
Action. Clerk to inform debtor of cancellation
- (e) To review and agree the 2016/17 budget
Temporary Clerk, Mr Martin, read out the prepared statement on the budget for the 2016/17 year and explained the amendments that have been suggested now that corrections have been made. These amendments being; £500 earmark for Defibrillator, £200 Legal for the year, movement of set-aside for Village News from Contingency to Grants. The budget is carrying a healthy surplus and the council were advised to look at potential maintenance items that could be attended to. [Proposed. TC. Second. NH. **Agreed**] **
Action. Clerk to inform debtor of cancellation
- (f) To receive the Internal Auditors report and to sign the Annual Return for External Audit
The internal auditor was happy with the accounts as prepared. The report was signed as required. **Action. Clerk to file with external auditors** EM

16/17/021 Actions by the Council

The community marquee has undergone some repair but more is needed. Cllr. Nixon, who has been aiding the repair work, will provide information to the Clerk so that a proper insurance claim can be prepared. **Action. TN to advise Clerk.** TN

Cllr. Coleman was asked (March) to update the Green Policies document and rename for adoption as, "Village Green Guidance Document". These updates have now been carried out, but additional edits also. The council discussed passing the document back for further discussion but it was felt that the document, whilst containing legal looking statements, was not a legal document and should be used for guidance only. The proposal was to file the document as such and that it would be a source of reference only and not binding in any sense. [Proposal TC. Second SH. **Agreed** – GC, AB against, NH abstained] **

The contracts for cutting the Green was discussed and it was felt that for 2016/17 we should continue with the current supplier who has already provided two cuts. The item will be revisited in September to review quotes from the current supplier and preferably two additional suppliers for the 2017/18 year. [Proposed. TN. Second. AB. **Agreed**] **
Action. Clerk to work with Cllr. Collett to look for additional quotes to abide by financial rules

16/17/022 Disbursements

Cheques

- (a) 000526: HMRC Tax £72.60 (ex. Committee on 18/Apr/2016)
- (b) 000527: Roses Of Devizes £500 (for Community Fund, ex. Committee on 20/Apr/2016)
- (c) 000528: Mr S. Franklin £576 (for Grounds Maintenance)
- (d) 000529: Poulshot Village Hall £12 (for Hall Hire)
- (e) 000530: Poulshot Village Hall £27 (for Community Fund Hall Hire)
- (f) 000531: Community First Trading £312.86 (for Insurance)
- (g) 000532: Elizabeth Martin £14.49 (for Clerk Expenses)

Purchase Orders

- (a) 160001: Poulshot Village Hall, £78 (for 2016/17 Hire Of Hall for PPC Meetings)
- (b) 160002: Community First, £312.86 (for 2016/17 Insurance)
- (c) 160003: S Franklin £1920 (for 2016/17 Grounds Maintenance)

16/17/023 Next Council Meeting

Next meeting date set as Tuesday 5th July 2016 7:30pm

Subsequent meetings will be September 6th 2016, November 1st 2016, January 3rd 2017 and March 7th 2016.

16/17/024 Items Of Maintenance

None

16/17/025 Key Messages

Action: SH to write Key Messages

Meeting closed 10:15pm

SH