

POUSHOT PARISH COUNCIL

MINUTES OF MEETING HELD IN VILLAGE HALL ON TUESDAY 27TH SEPTEMBER 2022 AT 7.30 P.M.
(IAW LGA 1972 Sch 12 Part II)

Meeting postponed from 13th September due to death of Queen Elizabeth Second

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

Present: Councillor Mike Davis (Chair), Councillor Liz Bissett (Vice Chair), Councillor Claire Church, Councillor Tim Hues, Councillor Dan Scott (RFO), Councillor Nina Jeffries (Minutes).

AGENDA

To hear public comments / questions.

No decisions or arrangements will be raised in this section unless the issue is listed on this Agenda.

You will be allowed a maximum of 3 minutes. Maximum of 10 minutes allowed in total

Chair

Members of the public raised the following, which were discussed

- The Village Trust plan to plant 8 trees to make a Jubilee Commemorative walk as part of the Queen's Jubilee Canopy Scheme.
- The use of village / Community Funds for this project, and that using the funds for a bus shelter or a footpath to Caen Hill may be considered a better use of the funds
- Councillor Bissett noted that the Community Fund application form is available online on the PPC website.
- The VT are planning to plant native British trees; a member of the public noted that there are significantly fewer trees in the village than in his childhood, and suggested it would be good to plant more trees in the village.
- It was suggested that the VT put up a poster / publicise a meeting to share their plans for the tree planting.

1 42.22 To consider apologies.
Councillor Caroline Nicholls.

Chair

2 43.22 Disclosure(s) of Interest and Granting of Dispensations.
To receive any declaration of interest by a member in relation to matters to be considered at this meeting and to consider requests for dispensations.
Townsend Farm – Councillors Church and Bissett declared interest.
Higher Green Farm village recreation area – Councillors Jeffries and Scott declared an interest.

Chair

3 44.22 To approve the Minutes of the previous meeting held on 12th July 2022.
Matters arising: for information only.
The minutes were approved. The minutes were signed and dated by the Chair, Councillor Davis.

Chair

4 45.22 To hear Chair's announcements.

Chair

- The Chair introduced and welcomed the new Clerk, Jeannette Young, who attended the meeting as an observer.
- The Chair noted the departure of long-standing resident Sue Aldridge, who has left the village after 42 years.
- The Chair welcomed the new residents.
- Two recent village events, a Church Tea and an Old vs Young cricket match had both gone very well.
- The Chair raised the issue of the cutting Hay Lane and other lanes in the village and suggested they could be included in the regular cuts by the PPC contracted person. The RFO suggested and the Councillors agreed that this could be included in the budget for next year.
- Smoke from a bonfire had drifted across the village on several days over the previous week. These bonfires had been lit at the stables on Hay Lane, contrary to agreed planning permissions. One member of the public had already followed this up with Environmental Health Officer Peter Nodes, and would pass the details to the Chair in order to follow this up on behalf of the PPC.

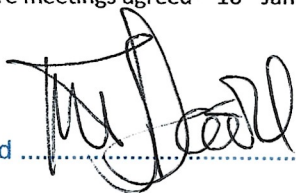
5 46.22 Update from WCC Councillor Tamara Reay.
WCC Councillor Reay shared the following

- Wiltshire Council held Covenant meeting today and updated in plans to support the community in managing the cost of living crisis, particularly for vulnerable families, school holiday funds / programmes, and energy bills. PPC and members of the community asked to pass on any details of vulnerable families they become aware of; pass these details to the Wiltshire Well Being Hub.
- The concessionary bus fare is now available at all times, including peak hour travel.
- Warm and Safe Wiltshire gives out free energy advice.

- The new Wiltshire Independent Living Strategy is working to support independent living for people with learning difficulties or those experiencing mental health issues.
 - WCC has received additional funding from the Home Office to support work against drug misuse.
 - The Wiltshire LHFIFG meeting is having a teams meeting 4th October; no PPC Councillors available to attend, but it is hoped the new Clerk will be able to do so in future.
 - Councillor Church raised the issues of WCC funding re the Townsend Footpath and of strategies to combat speeding in and through the village. Councillor Reay explained that only 5 – 6 projects are generally approved/worked on at any one time. The Townsend Footpath plans have been deferred due to cost, but PPC could indicate that they would like other projects (e.g. white gates at the entry to the village) to be considered ahead of Townsend footpath. Councillor Reay also suggested that WCC is now giving a higher profile to encouraging people to walk, and so may consider this a higher priority. Councillor Church will follow this up.
 - Councillor Hues suggested that the developers regarding the 2 potential housing development projects in the village may fund / contribute to developments in the village such as new footpaths.
- 6 47.22 Allotments: to approve issue regarding tenancies and future charges. Cllr Scott
 There are 4 allotments on the Green Gardens. Councillor Scott will send tenancy agreements and renewal letters to the 2 village allotment holders by 1st October, informing them of rent for the current year and giving them 12 months notice of proposed rent increase from October 2023. Cllr Scott will time the dates of payment for rents to meet the legal requirements as they cannot be collected more than 3 months in advance. Councillor Scott has investigated allotment rents around Wiltshire. The current rent for Poulshot is £20, and will rise to £30 p.a. from October 2023. This is broadly in line with other comparable allotments. Councillor Davis proposed this be approved, Councillor Bissett seconded and the PPC agreed the rent increase and actions.
- 7 48.22 Planning applications: no new applications received.
- 48.1.22 Update on local housing needs survey. Cllr Scott
 Councillor Scott continues to follow this up; the results have yet to be released.
- 48.2.22 Update on Townsend Farm. Cllr Scott
 Councillors Scott and Davis attended meeting with the developers. They have developed an initial scheme and are beginning a consultation process, including to investigate the potential traffic implications of the new scheme. The development will include an existing pond and wooded area, and there will need to be agreement on how this is maintained in the future so there is no ongoing cost to the village. Poulshot is likely to receive Section 106 funding and the parish will be consulted on how to spend this. The developers will come along to the next PPC meeting on 15th November to give an update in the public contributions at the start of the meeting.
- 8 49.22 Higher Green Farm: to agree process for appointment of surveyors regarding the Recreation Area boundary fence. Cllr Hues
 The meeting discussed the need to establish the exact boundaries of the recreation area and liaise with the developer to arrange the installation of the fence by December 31st. Some concern was expressed that a new field entrance appears to have been made into what will be the village recreation area. The meeting discussed the process and costs of appointing a surveyor to establish the exact boundary. Following discussion, PPC accepted the generous offer of the resident Adrian Baber to arrange for his engineers to do this; Councillor Hues will liaise with Mr Baber to organise this. Councillor Davis will write to the developer regarding the erection of the fence once this is done.
- 9 50.22 Website: Update. Cllr Bissett
 Councillor Nichols has completed the new website, and all agreed it should now go live. The notice period and re-direction for the existing website will be discussed at the next PPC meeting on 15th November. Cllr Scott noted that the funding for the new website had been agreed at a previous meeting, and he would identify the minutes / date of this to add to the financial record.
- 10 51.22 Receive Finance Report and Bank Balances. RFO
 The RFO (Councillor Scott) noted
- The Audit review / AGAR is with Littlejohns Accountants
 - They picked up that previous Clerk's expense had been included in staffing but should be elsewhere
 - PPC could decide whether to opt in or out of the Small Authorities Local Auditor Regulators or to continue with current arrangements, in common with the majority of Wiltshire Parish Councils.
 - The Community Fund interest rate has gone up to 2.05%

- 11 52.22 Consider and Approve Financial Expenditure. RFO
 The RFO talked the PPC through the document (attached) detailing the PPC current financial position, noting account balances, receipt of the PPC Precept Funding, and expenditure to be approved. The RFO listed the payments requiring authorisation (attached) were agreed and would be signed by members of the finance committee at the end of the meeting.
 As PPC has not had to pay a Clerk for several months, the RFO will request a pro-rata refund from Charlton Baker (who manage the salary payments).
 The new Clerk has requested a laptop and dedicated phone to carry out her duties; this would be discussed at an extra-ordinary meeting in October (date to be agreed).
- 12 53.22 Balance of Jubilee Celebrations funding. RFO
 The RFO circulated and discussed the final budget for the Jubilee Celebrations (attached). These had been organised by the Jubilee Committee and the PPC had agreed that the funds could be managed through the PPC in order to ensure and demonstrate financial probity. The final budget showed that the donations from village groups for the Celebrations are considerably in excess of the actual spending. As a member of the Jubilee Committee, Councillor Jeffries would write to all donors offering to return a proportion of their donation (the amount and proportion determined by the original donation). If any groups wished the PPC to retain these funds for future village events, they would be ring-fenced and kept separate from PPC funds generally.
- 13 54.22 Parish Steward: Update. Cllr Bissett
 Councillor Bissett is in regular contact with the Parish Steward, who is being very helpful and following up on all jobs passed on to her. The maintenance required in Hay Lane is beyond her remit but she will follow it up if she can. The narrowness of the track makes it difficult. It was noted that if this stretch is not done soon it will become very difficult. After much discussion, it was agreed that Councillor Hues will endeavour to to have something done over the winter, and Councillor Davis will discuss with Spanswick the possibility of including this in the hedge and green cutting quotes for next year.
- 14 55.22 Community Fund: Update. Cllr Bissett
 Already discussed in financial update.
- 15 56.22 To discuss and approve request from Poulshot Bonfire Club to hold Bonfire In Green Gardens on 4th / 5th November. Cllr Jeffries
 Tim Nixon of the Bonfire Club noted
- Likely to be held on Friday 4th November
 - He has completed a risk assessment
 - Insurance for the event is covered by the Village Hall insurance
 - They will use the village firepit
 - They have £400 for fireworks
 - Funds are raised through selling hot dogs and mulled wine
- Councillor Davis proposed and Councillor Church seconded this should be agreed; all agreed.
- 16 57.22 To discuss and approve request from the Nixon family regarding commemorative Oak tree in the village. Cllr Jeffries
 Tim Nixon noted
- Wish to plant a native oak to commemorate his parents, who were long term farmers and residents of the village
 - Adrian Baber has already cleared a spot for it in the Green Gardens
 - Maintenance will be included in the regular maintenance of the Green Gardens
- Councillor Davis proposed, Councillor Hues seconded the proposal; all agreed.
- 17 58.22 To discuss and approve action regarding the maintenance of Hay Lane. Cllr Hues
 Previously discussed above.
- 15 59.22 To set date of the next meeting: to confirm next meeting to be held 7.30 p.m. Tuesday 15th November in Poulshot Village Hall.
 Future meetings agreed – 10th January, 7th March, 2nd May (Village AGM), 9th May.

Signed



Date

15/11/22