

POULSHOT PARISH COUNCIL

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, Pouishot – Gaiger Brothers Proposed Redevelopment \(gaigerbros.co.uk\)](https://www.gaigerbros.co.uk/Townsend-Farm-Pouishot-Gaiger-Brothers-Proposed-Redevelopment)

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.....

29/11/22