

# POULSHOT PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING HELD IN THE VILLAGE HALL TUESDAY 14<sup>TH</sup> JANUARY AT 7.30 PM

**PRESENT:** Cllr Liz Bissett  
Cllr Chris Dyke  
Cllr Tim Hues  
Cllr Jeffries  
Cllr Reay (Wiltshire Council) (left 20.29)

**OFFICER:** Jeannette Young (Clerk)

**PUBLIC PARTICIPATION:** 15 members of the public were in attendance

### **Wessex Water**

Nikolay, a senior engineer representing Wessex Water gave a summary of the current situation and how they were trying to address the flooding issues on the Village Green that effect homes on the North East side. To counteract the flooding of homes and the noisy above ground temporary pumping station situated on the Village Green, Wessex Water propose to install a permanent below ground pumping station, with an operating kiosk above ground. It is proposed to place this kiosk near to the fencing of the Green Gardens. It is planned this new proposed kiosk will be slightly smaller than was first proposed, rough measurements were given as 1.2 metres high and .9 meters (90cm) wide. The Kiosk would be painted in mute colours to blend in with the fence and backdrop and it was explained would be silent except for a click when switching on or off. It was stated that to be able to install the kiosk there was a lengthy legal paper that the Parish Council would need to consider and agree. This paper is called a S16 and if agreed would deregister/delist a square meter of the Green where Wessex Water proposed to place the Kiosk. Following the completion and submission of the form, there would be a consultation period before work could start, possibly in the summer when the land is hopefully much dryer. Nikolay was informed that Members would have to hold a meeting to discuss the proposal and come to an agreement.

Question from members of the public who were in attendance were received with the summary and answers being; -

## POULSHOT PARISH COUNCIL

- Concern was raised about a private sign outside the new properties at Aubrey yard and whether there was access to the amenity land. The Chairman answered that she believed the private sign meant that the driveway was unadopted by Wiltshire Council, however there was still a pedestrian right of access across the land to the amenity land. The Concern would be raised with Ashford Homes the developer.
- Has the Parish Council received any funds from the new development?
  - It was explained that no funds were expected until all houses had been sold and that it was Wiltshire Council who collected and distributed any S106 or CIL funding.
- Have you asked Higher Green Farm when the track and land will be reinstated?
  - That is one on our list.
- Village Trust – Sorry for the delay on provision of 3 quotes for the replacement lime trees, I have two just chasing the third, once received I will send all through to you.
- Pavements, I spoke before Christmas about an LHFIG application for the construction of a pavement out to the main road.
  - There is an update on this further down the agenda.

### **86/24/25 Apologies**

Apologies were received from Cllr Mike Davis (Chairman), Cllr Dan Scott and Cllr Claire Church.

Due to the absence of the Chairman, the Vice Chairman Cllr Liz Bissett chaired the meeting.

### **87/24/25 Declarations of Interest**

There were no declarations of interest.

### **89/24/25 Minutes**

It was proposed by Cllr Jeffries, seconded by Cllr Dyke and **UNANIMOUSLY RESOLVED** to confirm the Minutes of the Extraordinary meeting of the Parish Council held on 14<sup>th</sup> November 2024 as a true record. The Minutes were duly signed by the Vice Chairman Cllr Bissett.

### **90/24/25 Chairmans Announcements**

## POULSHOT PARISH COUNCIL

The following announcements were made: -

- Hope everyone enjoyed Christmas and the New Year
- Congratulations to the Raven on all the things they did over the holiday
- Thank you to the Church for such an enjoyable Carol service
- Condolences to Kate Amery on her loss of dear Chris. We are not aware of any dates for the funeral, but there are plans to offer respect by standing on roadside as the hearse passes, date and times will be shared once confirmed.

### **91/24/25 Police Report**

No police report had been received, and no police were in attendance, however it was thought wise to share the following information regarding the precept for Wiltshire Police Force.

*Wiltshire's Police and Crime Commissioner is asking all residents to use their voice and identify how much extra they would be prepared to pay for policing – and why.*

*PCC Philip's Wilkinson's annual Use Your Voice: Budget and Precept survey is launching today (Jan 3) and seeks the views of residents and stakeholders as the budget for policing and commissioned services for the next financial year (2025/6) is developed.*

*Respondents are asked whether their household would be prepared to invest more in policing through the police precept element of their council tax.*

*This, alongside a grant from the government, accounts for the entire budget for policing in the county. As it stands, due to the national police funding formula, Wiltshire Police is the third lowest funded police force in the country per head of capita.*

*A Band D household currently pays £269 per year for policing and Mr Wilkinson is looking at options to increase this by just over 5% - £14 per year extra, or an additional £1.16 a month. This is the most that can be asked for without a Local Referendum.*

*[Link to survey - Use Your Voice: Police budget and precept consultation \(Page 1 of 3\)](#)*

### **92/24/25 Update from Wiltshire Councillor Tamara Reay**

- Following on from the pressure the police are finding with their precept, Wiltshire Council are also facing similar pressure from the adult and children social care and the setting of the budget and Council Tax for the new financial year. Government have removed the funding to rural areas for these services meaning Wiltshire Council will receive £4.5m less. To try to compensate for the loss there is £600m being shared across the country with all other Local Government.

## POULSHOT PARISH COUNCIL

- Wiltshire Council will be looking to send the draft budget to cabinet on the 4<sup>th</sup> February and then on to Full Council towards the end of the month.
- Government is encouraging a 2 tier Local Government (which Wiltshire already has), and a compulsory Mayoral ruling role to oversee extra-large strategic projects. Wiltshire, Dorset and Somerset Councils held a meeting last Thursday, 9<sup>th</sup> January, and although it was agreed that benefits could not be seen in this new shared position, the decision was made to submit an expression of interest to Government so as not to miss out on any initial funding. It was emphasised that the three County Councils would not be merging.
- There was a shared update on the LHFIG meeting and the submitted application (item 13 on the agenda) with Cllr Bissett confirming that both were told at the meeting that the Highways representative stated that to install a new pavement, costs would be in the region of £1000 per linear square meter (different to the costs published on Wiltshire Council website). It was explained that total cost and people usage would be taken into consideration and that costs for scoping for the project would be around £4,500. If the Parish Council wanted to progress with the scoping it would be expected to contribute 25% of this cost and inform the LHFIG members as soon as possible.
- Finally, there was news on the installation of traffic lights at the Poulshot and Rowde junctions across the dual carriageway. In one years' time from now, workers should be on site to commence the installation.

### 93/24/25 Planning Applications:

<b>Application No:</b>	<b>PL/2024/11347</b>	<b>It was proposed by Cllr Bissett, seconded by Cllr Hues and unanimously agreed there were no objects to this application.</b>
<b>Application Type:</b>	<b>Notification of proposed works to trees in a conservation area</b>	
<b>Proposal:</b>	<b>T1 T2 Norway Spruce - Reduce in height by no more than 2m. T3 Cherry Tree - Reduce by no more than 1 metre to reshape. T4 Maple Tree - Reduce entire crown and reshape to below powerlines. No more than 2.5m.</b>	
<b>Site Address:</b>	<b>KETAMA, 52A THE GREEN, POULSHOT, DEVIZES, SN10 1RT</b>	

## POULSHOT PARISH COUNCIL

<b>Application No:</b>	<b>PL/2024/11446</b>	<b>It was proposed by Cllr Hues, seconds by Cllr Bissett and unanimously resolved to fully support this application, with all members agreeing that it would greatly benefit the village.</b>
<b>Application Type:</b>	<b>Removal/variation of conditions</b>	
<b>Proposal:</b>	<b>Variation of condition 3 on 17/10778/FUL to refer to the use of the building as Annexe to the main dwelling, but also as holiday accommodation, retain restriction on being a wholly separate dwelling</b>	
<b>Site Address:</b>	<b>Cooks Orchard, The Green, Poulshot, Devizes, SN10 1RT</b>	

### 94/24/25 Parish Steward

The following dates for the Parish Steward visits to Poulshot were noted.

January	14 <sup>th</sup>
February	12 <sup>th</sup>
March	12 <sup>th</sup>
April	10 <sup>th</sup>
May	No Scheduled Visit
June	11 <sup>th</sup>
July	10 <sup>th</sup>
August	No Scheduled Visit
September	10 <sup>th</sup>
October	13 <sup>th</sup>
November	12 <sup>th</sup>
December	8 <sup>th</sup>

### 95/24/25 Tree Survey

After consideration of the below quotes for commissioning a survey of the trees within the Village Green and Green Gardens. It was proposed by Cllr Bissett, seconded by Cllr Dyke and **UNANIMOUSLY AGREED** to commission supplier 'A' this was on the understanding that the quote was older than 6 months and there was a risk of an uplift.

Members advised, if there was any increase in costs that exceeded more than 18% of the original quote, supplier 'B' should be chosen

Supplier	What is provided	Cost
A	To carry out Tree survey for The Green £250.00 To carry out tree survey for The Woodland(Green Gardens) £125.00 The report will be sent via email as a PDF on completion.	£375.00 + V.A.T.

## POULSHOT PARISH COUNCIL

B	<ul style="list-style-type: none"> <li>• Undertake site visit and visual structural and physiological assessment of trees on the Green area at Poulshot.</li> <li>• Provide a written Tree Condition Report for those trees assessed to include a site plan indicating approximate tree locations.</li> <li>• Any management recommendations deemed necessary are to be put forward in the report along recommendations for replanting trees.</li> <li>• Fee to include application to the local authority for works to trees subject to Tree Preservation Order or in a Conservation Area that may arise following management recommendations.</li> </ul>	£445. (not subject to V.A.T.)
C	<p>Hazard assessment of all significant trees on The Green, all trees to be recorded, detailed (including works required), tagged and mapped. Areas of similar sized trees may be included as groups.</p> <p>Walk through hazard assessment woodland area, all trees assessed. Trees requiring works to establish acceptable levels of safety will be recorded, detailed, marked and mapped.</p> <p><i>*Trees should be assessed on a regular basis, with this in mind we offer repeat surveys at a reduced cost. Repeat Hazard Assessment as above to include a site visit for a maximum of 3 visits.</i></p> <p><i>Cost: £400 per visit</i></p>	£600. V.A.T. not mentioned

### 96/24/25 Request from Cricket Club Member

Following the request from a cricket club member, requesting permission to prune the Chestnut Tree on the Green. Advice was sought and given from the Tree Protection Officer at Wiltshire Council. The advice received was

**‘Consent is not required if the ‘stem’ (trunk) is less than 75mm (3 inches) when measured at 1.5 metres from ground level.**

**If you are talking about the branches, then consent is required’.**

This means that any pruning of the tree will have to have written consent, or the presence of a Wiltshire Tree Protect Officer. It was deemed that waiting for the outcome of the tree survey, would possible take too long so therefore, it was proposed by Cllr Hues, seconded by Cllr Bissett **UNANIMOUSLY AGREED** that permission be granted to the Cricket Club to apply to Wiltshire Council Tree Protection Officer for official permission to prune the branches of

## POULSHOT PARISH COUNCIL

the Chestnut Tree and if permission is granted to instruct a competent person to complete the pruning, at no cost to Poulshot Council, for either request or procedure.

### 97/24/25 Tree Grant – Amenity Field

Members considered the attached grant application form and associated quote. It was specified that the grant if approved would fund the provision of a lovely orchard and area for trees to be planted that all could enjoy, it would also improve the biodiversity and the landscape of the area. There was also the benefit of the grant providing any maintenance needed to the trees and hedging for 15 years. It was therefore proposed by Cllr Jeffries, seconded by Cllr Dyke and **UNANIMOUSLY RESOLVED** to submit the grant to the Great Western Community Forest.

Cllr Bissett to action.

### 98/24/25 Village Hall - Update

During the submitted loan application and its subsequent withdrawal, it was discovered that the Village Hall's Constitution held a clause (16) that copies of proper statements of accounts should be received by Poulshot Parish Council. There were mixed views on whether the correct constitution was being viewed therefore it was suggested that this item be deferred giving time for an enquiry to be made as the correct version of the constitution. This request was upheld, being proposed by Cllr Bissett, seconded by Cllr Hues and **UNANIMOUSLY AGREED** to defer until clarification has been received.

Cllr Jeffries stated that she understood the pressures that charities and community groups could encounter and how members of these groups could feel they are busy beavering away without any help or recognition. She also stated that she had been approached by several residents of Poulshot that they wished to support the Village Hall but it was not widely known how they could, therefore Cllr Jeffries to try and help share information requested (request granted by Chair) to make a statement of the following:

*Information for villagers who wish to support the Village Hall (the numbers in brackets refer to the clause and sub-clause in the VH constitution)*

- *The VH charity is to be administered by the committee of management who shall be the charity trustees (1, (ii))*
- *The elected members / trustees will be elected at the AGM (3, (ii))*
- *Which will be held in April each year or as soon thereafter as possible (11, (i))*
- *All of us in the village 18 years and upwards are entitled to attend and vote (11, (ii))*

## POULSHOT PARISH COUNCIL

- *Each body connected with the VH has the right to appoint one charity trustee (3, (iii) – I can think of village groups the cricket club, Peggies, PPC, church, bonfire club, Village Trust, who may like to do this*
- *Any such appointment shall ordinarily be notified in writing to the secretary of the committee not more than one month before the Annual General Meeting. Provided that an organisation which fails to appoint a charity trustee before such a meeting shall make the appointment as soon as practicable thereafter*
- *All members / trustees of the committee shall retire from office together at the end of the next AGM after they were elected / joined, but they may be re-elected or appointed (3, (vi) )*
- *the committee shall hold at least 2 ordinary meetings in each year (8)*
- *Public notice of every meeting to be given in the area of benefit (i.e. the village) at least 14 days before the date by affixing a notice to a conspicuous part of the trust property or in the area of benefit – would suggest that, as VH keen to encourage support, this should include the village noticeboards and the village magazine so as to reach as many people as possible (11, (iii) )*
- *At the AGM the VH Committee will present the report and accounts for the preceding year ((11, (v) )*
- *the committee shall provide and keep a minute book and books of account (16)*
- *which should also be presented to the parish council (16)*

Following this statement a request was made for the Clerk to issue a letter to the Village Hall Committee stating that there is a large part of the community that wish to support and offer their help to the Village Hall, but they are unclear on how to get involved and included. It was therefore proposed by Cllr Bissett, seconded by Cllr Hues and **UNANIMOUSLY AGREED** to request the Clerk issue a letter to the Village Hall Committee, offering support and appealing to them to hold an open AGM, for which the times and dates published in the Village Newsletter, this would be to help encourage all interested residents who wish to be involved and support the Committee to attend.

### 99/24/25 LHFIG

Due the conflicting dates of the LHFIG meeting being held on the same day as Poulshot Councils, members were contacted for their comments by email with regard to the LHFIG application for a footpath out to the dual carriageway. Following the email responses, it was proposed by Cllr Bissett seconded by Cllr Dyke and **UNANIMOUSLY AGREED** to ratify the following comments,

- I'm sure that no one would disagree with this application
- Gets my support. Could part fund from Community Fund

The application was discussed during Cllr Reay's update with advice that any progression on the application would depend on a scoping report which would cost circa £4,500 of which Poulshot Council would be expected to fund 25% of.

### 100/24/25



## POULSHOT PARISH COUNCIL

**Bus Shelter** – Cllr Dyke reported he was chasing for another two quotes to bring to the next meeting.

**Speed Indicators (SIDs)** –Having sent apologies there was no update from Cllr Church. .

**Broadway Lane -LHFIG** – Having sent apologies there was no update from Cllr Church.

**Allotment Fencing** Cllr Dyke stated the fencing was due to start this week. Confirmation was given that there is still a small vacant plot and advised it should be advertised in the parish newsletter.

### **101/24/25 Draft Code of Conduct**

The draft Code of Conduct was considered, and it was explained that although the current Code of Conduct was adequate it was old and not very comprehensive, therefore it was proposed by Cllr Bissett, seconded by Cllr Hues and **UNANIMOUSLY RESOLVED** to adopt the new Code of Conduct.

### **102/24/25 Draft Financial Regulations**

The draft financial regulations were presented, and it was explained that they had been taken from the NALC Model Financial Regulations and amended to suit Poulshot Council. Subsequently it was proposed by Cllr Bissett, seconded by Cllr Hues and **UNANIMOUSLY RESOLVED** to adopt the new Financial Regulations.

### **103/24/25 Grant Application and Policy**

The grant application form and accompanying policy were presented for review, it was decided no changes were need and therefore proposed by Cllr Bissett, seconded by Cllr Hues and **Unanimously Resolved** to re approve the Grant Application form and Policy.

### **104/24/25 Draft Budget and Precept Requirements for Financial Year 2025-2026**

Members were asked to approve the attached Draft Budget for 2025- 2026 with - 0.77% decrease on the Band D cost from £92.76 to £92.05 showing a Precept requirement of £15,000. After consideration and discussion over the decrease because of the change in the Tax Base, It was proposed by Cllr Bissett, seconded by Cllr Dyke and **UNANIMOUSLY RESOLVED** to approve the Draft Budget for 2025 – 2026 presenting a precept requirement of £15,000., therefore showing a -0.77% on the Band D cost from £92.76 to £92.05.

### **105/24/25 Finance Report and Bank Balances**

Members received and **NOTED** the report, showing balances of.

Total Funds = £144,346.60

Parish Accounts = £22,813.19

Community Fund = £121,533.41

# POULSHOT PARISH COUNCIL

## 106/24/25 Financial Expenditure

Members considered the financial expenditure report, and it was proposed by Cllr Dyke, seconded Cllr Jeffries and **UNANIMOUSLY RESOLVED** to approve the 5<sup>th</sup> January expenditure report, showing payments of £2093.99 and credits of £750 (*from community fund*).

## 107/24/25 Confirmation of Next Meeting

11<sup>th</sup> March 2025

Meeting ended at 21:00

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