

Clerk to Council: Elizabeth Martin

Website: <http://www.poulshot.org.uk/parish-council/>
Email: poulshotparishcouncil@gmail.com
Telephone: 0773 059 4658
Twitter: @PoulshotCouncil

Ivy House
72 The Green
Poulshot
SN10 1RT

PARISH COUNCIL MEETING MINUTES

Minutes of the Meeting of Poulshot Parish Council
held at Poulshot Village Hall, Poulshot on Tuesday 14th May 2019
commencing at 8:00pm.

MEMBERS PRESENT: Councillors Geoff Collett [GC], Ben Hamilton [BH], Ian Gillies [IG], Adrian Baber [AB], Sam Wright-Hurn [SWH], Tim Jalland [TJ], Steve Housby [SH]

OFFICER PRESENT: None.

OTHERS PRESENT: WUC Jonathon Seed [JS], Mr Robin Boyd (Minute-Taker)

CHAIR: Ben Hamilton

APOLOGIES: PCSO Maggie Ledbury [ML], Elizabeth Martin, Clerk to Council

FC19/20/016 APOLOGIES FOR ABSENCE.
Elizabeth Martin.
Maggie Ledbury.

FC19/20/017 ELECTION OF CHAIR FOR THE ENSUING YEAR [V]
Ben Hamilton.
Proposed IG, seconded TJ. Passed.
IT WAS RESOLVED THAT Cllr. Ben Hamilton serve as Chair to the Council for the ensuing year 2019/20.
The Declaration Of Office was Signed.

FC19/20/018 ELECTION OF VICE CHAIR FOR THE ENSUING YEAR [V]
Sam Wright-Hurn.
Proposed AB, seconded GC.
Stephen Housby.
Proposed BH, seconded IG. Passed.
IT WAS RESOLVED THAT Cllr. Stephen Housby serve as Vice-Chair to the Council for the ensuing year 2019/20.
The Declaration Of Office was Signed.

- FC19/20/019 DECLARATIONS OF INTEREST (W/RENEWAL OF DISPENSATION NOTICE) [V]**
 Geoff Collet [GC], AB and TJ declared continuing interest in matters related to the Village Green. SWH continues as chair of the Village hall and TJ as chair of the Village Trust. It was noted that Dispensation Notices would be followed up at the next meeting to confirm these and other points.
- FC19/20/020 APPROVE THE MINUTES OF THE LAST MEETING OF THE COUNCIL [V]**
 Proposed AB, seconded IG.
IT WAS RESOLVED THAT the minutes be accepted as written.
- FC19/20/021 CHAIRMAN ANNOUNCEMENTS**
 BH proposed a vote of thanks to the outgoing chairman, GC, and he was praised for the achievements of the last 5 years, especially his success in obtaining the large sum from the solar park, and the land at Higher Green.
 Proposed BH and seconded TJ. Passed.
- FC19/20/022 POLICE REPORT**
 BH read from the Community Police report (which would be posted on the parish website).
- FC19/20/023 WILTSHIRE COUNCILLOR'S REPORT**
 JS delivered an oral report.
 He added his thanks to GC for his service.
- FC19/20/024 PLANNING MATTERS – TO RECEIVE THOSE DECISIONS NOTIFIED AND TO CONSIDER APPLICATIONS RECEIVED**

Update On Existing

- | | |
|--------------|---|
| Application: | 19-02076-FUL |
| Location: | 15 Barley Hill Lane |
| Proposal: | Proposed extensions to form annexe/utility extension, playroom and additional sitting room area |
| Decision: | Approved With Conditions |
| Application: | 19-02341-TCA |
| Location: | Townsend Farmhouse |
| Proposal: | 3 Silver Birch trees to be dismantled/removed from the SSW of the property. |
| Decision: | Approved. |
| Application: | 19-02647-TCA |
| Location: | 73 Poulshot Road |
| Proposal: | 2 x Cypress trees - remove one heavy limb from each tree
Maple tree - remove branch overhanging garage
2 x Cypress trees - fell |
| Decision: | Approved. |
| Application: | 19-02700-TCA |
| Location: | 62 Poulshot Road |

Proposal: Cypress tree - fell
 Decision: Approved.

Application: Alcohol License
 Location: Poulshot Lodge Farm (Shop)
 Decision: No Update.

New

Application: 19-03567-FUL
 Location: 15 Poulshot Road
 Proposal: New Build Conservatory
 Response: No Objection

Application: 19-03728-FUL
 Location: 5 Barley Hill Lane
 Proposal: Timber Orangery To Rear Of Property
 Response: No Objection

FC19/20/025 POULSHOT COMMUNITY FUND

FC19/20/026 (a) To Appoint Two Representatives From The Council To The Community Fund For The Coming Year [V]
 SWH and TJ.

Proposed BH, SH. Passed.

IT WAS RESOLVE THAT Cllrs SWH and TJ serve as the two nominated members on the Community Fund Committee for the ensuing year.

FC19/20/027 OPERATIONS REVIEW:

FC19/20/028 (a) Review of memberships and subscriptions of the Council and staff to/of other bodies

Subscriptions paid by the Council as at present are: Open Spaces Society £122.59, Wiltshire Association of Local Councils £122.51 and the Information Commissioner £35. These were approved.

Proposed SWH, seconded GC. Passed.

IT WAS RESOLVED THAT the current memberships and subscriptions should continue.

FC19/20/029 (b) Health and Safety Policy – to review and sign the Policy Statement for 2019/20

No Objections.

FC19/20/030 (c) Freedom Of Information Policy – to review the Policy and publication scheme

No Objections.

FC19/20/031 (d) Complaints Policy – to review the Policy

No Objections.

- FC19/20/032 (e) Data Management Policy – to review the Policy**
No Objections.
- FC19/20/033 (f) Review of Standing Orders**
No Objections.
- FC19/20/034 (g) To set and re-agree dates, time and place of ordinary meetings of the Council for 2019/20**
BH suggested that every other month would suffice for Council meetings. This was discussed with regard to the length of meetings and the planning cycle and would be decided, at the next meeting, after consultation with the Clerk.
- FC19/20/035 12. FINANCIAL REVIEW:**
- FC19/20/036 (a) To Review the Council’s Financial Regulations**
No Objections.
- FC19/20/037 (b) To Review the Council’s Investment Strategy for the Community Fund**
No Objections.
- FC19/20/038 (c) To Review the Council’s Reserves Policy**
No Objections.
- FC19/20/039 (d) To Review assets and the Asset Register updated for 2019/20**
Asset Register revised to include items purchased in the 2018/19 FY along with the newly acquired Recreation Area.
No Objections.
- FC19/20/040 TO CONSIDER AND AGREE THE NALC MODEL DISCIPLINARY POLICY**
The draft was reviewed before the meeting.
IG queried how the disciplinary process would be initiated. This will be followed up for clarity but does not affect the policy itself.
Proposed BH, seconded GC. Passed.
IT WAS RESOLVED THAT the Disciplinary Policy be accepted.
- FC19/20/041 TO CONSIDER AND AGREE THE NALC MODEL GRIEVANCE POLICY**
The draft was reviewed before the meeting.
Proposed BH, seconded AB.
SH commented that he could approve it on the basis that it would be updated in accordance with the decision in R (Harvey) v Ledbury Town Council 2018. BH explained that case decision defined the limitations in sanctions upon individual councillors – where the Code of Conduct was applicable.
Proposed BH, seconded IG. Passed
IT WAS RESOLVED THAT the Grievance Policy be accepted with an amendment to reference the decision in R (Harvey) v Ledbury Town Council 2018.

- FC19/20/042 TO CONSIDER AND AGREE A STAFFING COMMITTEE (S102.4 1972)**
- FC19/20/043 (a) To Agree to set up the Staffing Committee [V]**
 It was agreed to set up a staffing committee with a minimum of 3 members, with terms of reference to be discussed with the Clerk.
 Proposed BH, seconded TJ. Passed
IT WAS RESOLVED THAT a Staffing Committee be setup according to Section 102.4 of the 1972 Local Government Act.
- FC19/20/044 (b) To Agree to appoint 4 (four) member(s) to the Committee for 2019/2020 [V]**
 4 appointments were agreed: BH, SWH, GC and IG.
 Proposed SH, seconded TJ.
IT WAS RESOLVE THAT Cllrs BH, SWH, GC and IG be the appointed members of the Staffing Committee for the ensuing year.
- FC19/20/045 TO RECEIVE FOR INFORMATION, AN UPDATE ON PRIOR ACTIONS BY THE COUNCIL**
 Postponed pending the return of the Parish Clerk.
- FC19/20/046 TO RECEIVE FOR INFORMATION, DISBURSEMENTS MADE SINCE THE LAST MEETING AND TO SIGN THOSE PRESENTED AT THE MEETING**
 BH reported that an invoice had been received from the Council's Solicitor in the sum of £900 for work on the land transfer at HGF. This is an unexpected charge and is being disputed.
- FC19/20/047 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
 No correspondence or circulars has been received.
- FC19/20/048 TO CONSIDER ITEMS OF MAINTENANCE.**
 Weeds had been noted on the bottom edge of the new. Also, the verge opposite the new footpath was encroaching and further weedkilling was required, in particular the hogweed.
 GC will take over as Highways representative. Item to be added to next meeting Agenda.
- FC19/20/049 KEY MESSAGES:**
- BH was now Chairman and SH Vice Chairman;
 - particular thanks to GC;
 - the St Peter's Church concert is on 1 June, the Insects survey is on 8 June (Village Hall and Green Gardens), the Village Fete is on 15 June, and the vintage car show is on 19 June;
 - Highways issues should henceforth be referred to GC and/or Parish Clerk.

The meeting concluded at 9 pm.

The next meeting of the Parish Council will be at 7:30pm on Tuesday June 11th.



Summary Of Actions

None.

Summary Of Resolutions

- FC19/20/017 IT WAS RESOLVED THAT Cllr. Ben Hamilton serve as Chair to the Council for the ensuing year 2019/20.
- FC19/20/018 IT WAS RESOLVED THAT Cllr. Stephen Housby serve as Vice-Chair to the Council for the ensuing year 2019/20.
- FC19/20/020 IT WAS RESOLVED THAT the minutes be accepted as written.
- FC19/20/026 IT WAS RESOLVE THAT Cllrs SWH and TJ serve as the two nominated members on the Community Fund Committee for the ensuing year.
- FC19/20/028 IT WAS RESOLVED THAT the current memberships and subscriptions should continue.
- FC19/20/040 IT WAS RESOLVED THAT the Disciplinary Policy be accepted.
- FC19/20/041 IT WAS RESOLVED THAT the Grievance Policy be accepted with an amendment to reference the decision in R (Harvey) v Ledbury Town Council 2018.
- FC19/20/043 IT WAS RESOLVED THAT a Staffing Committee be setup according to Section 102.4 of the 1972 Local Government Act.
- FC19/20/044 IT WAS RESOLVE THAT Cllrs BH, SWH, GC and IG be the appointed members of the Staffing Committee for the ensuing year.

These minutes are accepted as a true and accurate record: -

Signed _____

Date _____