

# POULSHOT PARISH COUNCIL

Cllr Mike Davis (Chair)  
Cllr Liz Bissett (Vice-Chair)  
Cllr Claire Church  
Cllr Tim Hues  
Cllr Nina Jeffries  
Cllr Caroline Nichols  
Cllr Dan Scott

15<sup>th</sup> July 2023

Dear Councillor,

You are summoned to attend a meeting of Poulshot Parish Council on Tuesday 25th July 2023 at 7.30 pm in the Village Hall.

The Press and Public are welcome to attend this meeting. Questions and statements will be taken from members of the public for 15 minutes at 7.30 pm, if required, prior to the start of the meeting, in accordance with the Parish Council's Standing Order No 3.

Yours sincerely

A handwritten signature in cursive script that reads "Jeannette Young". The signature is written in black ink and has a fluid, connected style.

Jeannette Young  
Parish Clerk

POUSHOT PARISH COUNCIL  
COUNCIL MEETING TO BE HELD IN  
THE VILLAGE HALL  
ON TUESDAY 25<sup>th</sup> JULY 2023 AT 7.30 P.M.

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

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recording and photography of the Council and Committee meetings by the general public and/or media. It would be appreciated if persons wishing to take photographs or to record a meeting, were, wherever possible, notified to the Chairman or Clerk before the meeting concerned.

**Public Participation-**

To hear public comments / questions. No decisions or arrangements will be made in this section. You will be allowed a maximum of 3 minutes. Maximum of 15 minutes allowed in total, in accordance with Standing Order No 3.

- Outreach presentation on upgrading the current phone and broadband network to full fibre broadband through a community funded project.

**AGENDA**

**1. Apologies**

To consider apologies.

**2. Disclosure(s) of Interest.**

To receive any declaration of interest by a member in relation to matters to be considered at this meeting as required by the Code of Conduct.

**3. Change of Circumstances – Offer to Resign as Councillor**

To receive, consider and resolve the attached letter from Cllr Scott.

**4. Minutes**

To confirm as a true record the attached Minutes of the meeting of the meeting held on 9<sup>th</sup> May 2023. The attachments will form part of these main minutes but will not be redistributed with this Agenda.

**5. Chairman's Announcements**

- Parish Steward.

No dates for August, the month is listed as 'off program' and Friday's as 'catchup'. It is the same for all villages.

## 6. Police Report

Melksham Community Policing Team Report attached.

## 7. Update from Wiltshire Councillor

To receive a verbal update from Cllr Tamara Reay

## 8. Planning Applications:

### 8.1

Application No:	PL/2023/04475
Site Location:	HIGHER GREEN FARM, POULSHOT ROAD, POULSHOT, DEVIZES, SN10 1RW
Proposal:	2 x groups of Conifer trees - fell

### 8.2 Ceffyn Gwyn Stud

The Business Usage Application is currently invalid due to the non-submission of details by the applicant, however if anyone is affected by the ongoing situation and would like monitoring sheets to send to Wiltshire Council, please email [Poulshotparishclerk@outlook.com](mailto:Poulshotparishclerk@outlook.com)

## 9. Update on Right to Bid for Assets of Community Value

### For Noting.

Further to the minute extract 129/23 below from the Council meeting held on the 7<sup>th</sup> March, both requests were submitted to Wiltshire Council. Letters were then sent to the Owners, Cllr Tamar Reay and the Community Engagement Manager, with a request from Wiltshire Council that any representations they wish to make to be received by 11<sup>th</sup> July 2023.

**It has now been confirmed that both the, Village Hall and Village Pub (The Raven) have now been listed as an Asset of Community Value. The information will be entered onto the local land charges register and the properties will remain on this list until 18 July 2028.**

### ***Extract - 129/23 Right to Bid for Assets of Community Value***

*It was explained that Wiltshire Council are implementing a new Right to Bid this means communities can ask the council to list certain assets as being of value to the community. If an asset is listed and then comes up for sale, the new right will give communities that want it six months to put together a bid to buy it. This gives communities an increased chance to save much loved shops, pubs, or other local facilities. After consideration of assets in the village it was proposed by the Chair, Cllr Davis, seconded by Cllr Scott and UNANIMOUSLY RESOLVED to place the Village Hall and Village Pub on to the value to the community asset list, held by Wiltshire Council.*

## 10. Townsend Farm Development

Comments received from residents on the proposed development attached.

## 11. Working Group Minutes and Recommendations

### 11.1 Townsend Farm Development Working Group

Draft notes of the 1<sup>st</sup> June 2023 attached for noting with the following questions raised by Gaigers at this meeting for Cllrs consideration and response:-

- a. **Do you have any queries or concerns regarding the extent of community engagement summarised within this May 2023 update?**
- b. **Do you have any feedback on the revised May 2023 Concept Site (layout) plan?**
- c. **Do you agree with the Scheme Benefits listed above and/or are there any other issues/considerations you would like us to consider?**

## 12. New Website

Verbal update from Cllr Nichols

## 13. Parish Survey

Verbal update on the following minute 123/23

UNANIMOUSLY RESOLVED to consult (via an online survey) with residents in the village on future improvements and facilities. The survey to contain five possible categories and suggestions to cover cycle path, bus shelter, more allotments, footpaths, village orchard etc. With a box at the end of the survey asking for any other suggestions. Hard copies should be made available for any resident of Poulshot who cannot access the online survey. These hard copies will be held at Cllr Bissett's house and The Raven Pub. The Survey should also be advertised in the Village Newsletter.

## 14. Community Group Update with Requests

### 14.1 Poulshot Village Trust

Update and Pond Management documents attached, with extracted requests as follows:-

- a) That both ponds might benefit from a margin on their banks where the vegetation is allowed grow as a deterrent to dogs entering the water and disturbing the wildlife but also transferring the New Zealand Pygmy weed to other watercourses. **Accordingly, could the company mowing the Green be asked to keep a margin on the banks uncut.** It is suggested that some maintenance be carried out on this margin twice a year with

vegetation being cut no lower than 15 cm. **The Trust would like your permission to carry this out in August as a Trust activity and your permission to burn the waste in Green Gardens on a day when the wind takes any smoke away from houses.**

- b) That the aquatic life in the middle pond would benefit from the overhanging willow tree being managed so the water is not so shaded. **The work to cut back the willow tree is beyond the resources of the Trust; the Parish Council may wish to consider commissioning the work.**
- c) That the amphibians and reptiles in and around the ponds may benefit from a hibernaculum for hibernation. **The Trust would undertake the work as an activity for younger members (<https://www.wiltshirewildlife.org/hibernaculum>) and seeks your permission to build a hibernaculum under the willow tree on the centre pond.**
- d) You may also recall that last year you gave permission for a two-year trial to control hogweed in Green Gardens. This year is the second year of that experiment the results of the work will not be clear until next year, but the early indication is that the trial has not been successful. If this is right, there is an alternative approach suggested in the ecologist's report. It is to cut down the plants at a younger stage rather than just removing the seed heads. **The Trust would like to trial this method next year if you grant permission.**
- e) **With the Parish Council's permission, the Trust would like to attempt to remove the colonies of Spanish Bluebells.**
- f) The Trust may be able to gather sufficient volunteers to maintain the ponds on the Green again this year in November and would like to carry this out while building a hibernaculum, as requested earlier. However, last year, the Trust used the last of the funds it had in reserve from previous grants to pay for the disposal of the New Zealand Pygmy weed and other waste. **This work is beyond the Trust's ability as a licensed waste carrier, however, if the Parish Council grants permission to maintain the ponds and pays for the correct disposal this year the Trust could undertake the work again.**
- g) **With the Parish Council's agreement, the Trust would like to investigate the extension of the cinder track the entire length of The Broadway or a board walk over the areas that get waterlogged. The plan is to approach the Local Highways and Footpaths Improvement Group (LHFIG) and Devizes Area Board for support.**

## **15. Further Temporary Access Request from Higher Green Farm**

"Thank you for letting me use the access over parish land to graze my horse and her companion in the adjacent field. The liveries at the stud are all moving in the middle of August to Bromham where we will have more grazing. Would it be ok to use the access until we move please?"

## 16. Grant Permission

**Request to either agree to renounce the minute reference 28.3/23/24 below and allow the use of the surplus funds already provided by a previous grant (for Coronation event) for the purchase of a picture frame, or insist that the excess funds be returned and a new grant application be submitted for consideration.**

*28.3/23/24 Following a request for the Council to purchase a frame for the village photo that was taken last year, it was proposed by Cllr Bissett, seconded by Cllr Scott and UNANIMOUSLY AGREED to advise the resident who submitted the request to gain a quote for the framing of the Village photo and complete a grant application for the amount quoted.*

## 17. PFK Little John External Auditors, Confirmation of AGAR Completion

**For Noting; -**

*“We have received and logged the notification of exempt status for the year ended 31 March 2023 submitted to us for Poulshot Parish Council. By notifying us that Poulshot Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.”*

## 18. Update on charges from Internal Auditors

(PPC already have an agreement with them for 23/24)

*“Our internal audit charges have not increased since 2010, however for the 2023/24 financial year, we are increasing our hourly rate to £65 per hour. This is due to the increased costs incurred by the business and is reflective of other comparative companies offering internal audit provision across the sector.*

*As with other service providers to local authorities, we are now able to offer a long-term 3- year agreement for the provision of internal audit services. For those councils choosing to take up this option, the £65 rate will be fixed for the three-year period of your updated engagement letter.”*

**This is an increase of £5 per hour, therefore consideration is asked of the recommendation that Poulshot Parish Council take out a three-year fixed rate of £65. per hour, with Mulberry and Co Internal Auditors**

## 19. Investment Strategy

**To consider and approve** the new attached Investment Strategy which has been created in line with the Local Government Act 2003, section 15(1)(a) effective for financial years commencing on or after 1 April 2018.

## 20. Reserves Policy

**To consider and approve** the new attached Reserves Policy. The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2022 edition) advises that: *'The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserves is that this should be maintained at between three- and twelve-months Net Revenue Expenditure (NRE).*

**21. Finance Report and Bank Balances.**

To receive and **note** the attached report.

**22. Financial Expenditure.**

To consider and to **approve** the attached expenditure report.

**23. Date of Next Meeting**

18<sup>th</sup> September 2023

**24. Confidential Session**

Exclusion of Press and Public It is recommended that under section 100 (A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in Part 1 of Schedule 12 (A) of the act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

<p>Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property. And Any instruction to counsel and any advice received, information obtained or action to be taken in connection with - (a) any legal proceedings by or against the authority,</p>	<p>Public excluded from the meeting to enable consideration of the reports and proposals</p>	<p>Publicity in relation to the proposals could prejudice sensitive negotiations by the Council in making its decisions.</p>
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**25. Minutes 9<sup>th</sup> May 2023**

To confirm as a true record the Confidential Minutes of the meeting of 9<sup>th</sup> May 2023.

**26. Legal Advice Charge Update**

**27. Village Green Boundary**