

# POULSHOT PARISH COUNCIL

## MINUTES OF FULL COUNCIL MEETING HELD IN THE VILLAGE HALL TUESDAY 5<sup>th</sup> MARCH 2024 AT 7.30 PM

**PRESENT:** Cllr Mike Davis (Chairman)  
Cllr Liz Bissett (Vice Chairman)  
Cllr Claire Church  
Cllr Tim Hues  
Cllr Nina Jeffries  
Cllr Chris Dyke

**OFFICER:** Jeannette Young (Clerk)

### **PUBLIC PARTICIPATION:**

5 members of the public were present.

#### **127/23/24 Apologies**

Apologies were received from, Cllr Dan Scott and Wiltshire Cllr Tamara Reay.

#### **128/23/24 Declarations of Interest**

Declarations of Interest were received from Cllrs Hues, Bissett and Church, all regarding the Townsend Farmyard Development.

#### **129/23/24 Minutes**

It was proposed by Cllr Bissett, seconded by Cllr Jeffries and **UNANIMOUSLY RESOLVED** to confirm the minutes of the Full Council meeting held on the 16<sup>th</sup> January 2024 as a true record. These minutes were duly signed by the Chairman.

#### **130/23/24 Chairmans Announcements**

- A warm welcome was offered to new Cllr Chris Dyke, the Chair stated it was good to have new views and opinions brought to the table and he hoped Cllr Dyke would soon settle in.
- The Chair volunteered that permission from Poulshot Church was being sought for use of the Village Green, for the Church Fete on the 29<sup>th</sup>/30<sup>th</sup> June.

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It was proposed by Cllr Davis, seconded by Cllr Bissett and **UNANIMOUSLY AGREED** that permission would be granted on completion and receipt of the Permissions Form, and the other normal documents, to include risk assessment, insurance and license to provide alcohol and music.

- The Chair requested that his shock and displeasure at the state of the roads in the village been recorded in the minutes. He stated, the roads in the village and other local roads, were appalling, full of potholes and making driving difficult and dangerous in some places.
- The Chair commended the nice job done at Higher Green Farm, now called Aubrey's Yard. The developer was very good, and any issues brought to their attention were quickly resolved, he was therefore hopeful the concern about rubble in the topsoil, would be addressed.

### **131/23/24 Police Report**

Members noted the January 2024 police report.

### **132/23/24 Update from Wiltshire Councillor Tamar Reay**

Having sent apologies, Cllr Reay provided the following emailed update.

#### **Poulshot Flooding Issues**

Following the Operational Flood Working Group Meeting, I am pressing the Flood Engineers for a date for a meeting to review the issues in Poulshot - namely: Townsend, The Green and Poulshot Road.

#### **Planning Matters: Townsend Farm and Higher Green Farm**

I am happy to call these applications into Planning Committee and I look forward to seeing the Parish Council's responses to the planning consultations.

#### **Wiltshire Council 2024/25 Budget**

This coming financial year, 2024/25, the council agreed at the February Full Council meeting that an additional £36m to be added into its service budgets, with nearly £25m of that going on adult and children's services. Overall, the council's proposed budget for 2024/25 stands at around £486m. More than half of that is spent on adult and children's social care services. The recent Ofsted inspection into the council's children's services recognised the positive impact that the focus on prevention is having, with an overall Outstanding judgement achieved. The most significant spending in 2024/25 will be:

Adult services - £179.4m

Families and children - £70.8m

Environment - £49.5m

Highways and transport - £43m

Education and skills - £35.1m

#### **Understanding local community and social needs**

A new interactive platform that helps people find out what life is like in their community area has been launched by Wiltshire Council. The council

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regularly pulls together the latest data to paint a picture of everyday living across its 18 community areas. Called the Community Area Joint Strategic Needs Assessment (CAJSNA), it uses more than 140 indicators across 10 different themes including children and young people, health, housing, safety and the environment.

Wiltshire residents are being encouraged to dive into the information and then complete a short survey to share what they think the priorities should be for the future. The feedback from residents and data from the CAJSNA will help to inform future decision making for the council area and help shape future planning. People can access the short survey until 5 May 2024 on the Wiltshire Council website. The survey also has a link to the CAJSNA data which is available on Wiltshire Intelligence.

### **Don't Mess with Wiltshire**

Over 30 Wiltshire schools have signed up to take part in community litter picks, joining the Wiltshire Council campaign to reduce littering in county. The recently launched Don't Mess with Wiltshire campaign focuses on littering in towns and parishes, plus litter hotspots such as laybys and on main roads such as the A36 and A303. Schools in Wiltshire were encouraged to join up to the Great Big School Clean and organise litter collections with their pupils in their local area. Participating schools will be given a school litter pick kit containing children's litter pickers, hi-vis vests and gloves.

We currently spend more than £2m per year cleaning up litter across Wiltshire, particularly in rural areas and roadsides. The new Don't Mess with Wiltshire campaign is as much about educating the public to dispose of their litter responsibly, as it is cleaning up the litter hotspots or prosecuting those found to be littering. Encouraging children to take part in looking after their local environment is a great way to get the message across from an early age.

### **Food Waste Collection Update**

Wiltshire Council has confirmed more details on its future waste collection services, following discussions with the Department for Environment, Food and Rural Affairs (Defra). Although Defra has confirmed that, under the Environment Act 2021, weekly food waste collections should be provided by local authorities by 31 March 2026, it has provided dispensation to those councils who are unable to begin their service by that date due to existing contracts they have in place with service providers. Like other councils, Wiltshire Council finds itself in this position, and therefore has agreed with Defra that food waste collection will commence in the Wiltshire local authority area from 1 August 2027. Defra will provide some capital funding to councils to support the transition to this new service.

In the meantime, the council will use the time it has to plan for the new collection service by educating, supporting and advising residents on how to deal with their food waste as effectively as possible. Building on its successful Recycling: Let's Sort It campaign, the council will continue to provide all the information residents need to re-use or recycle as much as they can. The success of the campaign has so far seen it win an industry specialist LARAC

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Celebration Award and last week (15 February) it was confirmed to be shortlisted for a prestigious 2024 LGC Award.

The council is also working with Great Green Systems to offer Wiltshire residents discounted food waste composters, called a Green Johanna. Food waste composters are similar to traditional compost bins, but they are able to take all cooked and uncooked food waste including meat, fish, bones, dairy products, vegetables and fruit. The benefit of residents managing their food waste at the home is that less needs to be collected by polluting waste vehicles and help reduce the size of the Wiltshire waste collection fleet collection. More information can be found at [www.wiltshire.gov.uk/reducing-you-waste-and-composting](http://www.wiltshire.gov.uk/reducing-you-waste-and-composting).

### **Highways Matters / Black Dog**

The Highways Matters event was very well attended. I have attached the slides - there is a good deal of detail contained and I am happy to take questions on this at the meeting in May. Black Dog was specifically raised as a question by a member of the audience. An engineering solution has been developed and negotiations are ongoing with the relevant landowners. Cllr Dominic Muns and I continue to press for this work to be expedited.

### **133/23/24 Planning Applications**

The Application Ref PL/2024/00322 - Address: Lodge Farm, Poulshot Road, Poulshot, Devizes, Wilts, SN10 1RQ Proposal: Agricultural building of standard agricultural construction, was **NOTED**.

The amended plans for Application No: PL/2023/09946 Proposal: Erection of single storey dwelling. Site Address: Land to North East of Higher Green Farm, Poulshot Road, Poulshot, SN10 were considered and it was proposed by Cllr Bissett, seconded by Cllr Church and **UNANIMOUSLY AGREED** there were no objections to the amended plans.

The following application from Gaigers Application No: PL/2024/01509 – Proposal: Redevelopment of redundant farmyard to provide 14 ‘net zero’ dwellings (including 4 affordable dwellings) and associated works. Site Address: Townsend Farm Yard, Poulshot Road, Poulshot, Devizes, Wiltshire, SN10 1RZ was discussed and concerns raised that before making comment on such an important development members needed more time and information than what the current meeting could provide. It was therefore proposed by Cllr Davis, seconded by Cllr Jeffries and **UNANIMOUSLY AGREED** to defer this item, and hold an Extra-ordinary meeting on the 18<sup>th</sup> March 2024 (to be held in the Hunloke Hall, 7.30pm) and invite the developer to attend to answer the various questions from residents and members.

### **134/23/24 Openreach Wayleave**

Following discussion and concerns raised over the lack of a map showing the location of ducting for the new fibre broadband over the Village Green.

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Members were also unsure as to whether the fibre would be belowground or above on poles and if there were plans for any boxes. It was therefore proposed by Cllr Davis, seconded by Cllr Hues and **UNANIMOUSLY AGREED** to refuse the signing of the Wayleave and request a walk through for members by the Openreach Regional Engagement Manager, Michelle and a colleague from the Chief Engineers Office.

### 135/23/24 Update on Broadway Cinder Track Request

The following answers had been sent to Cllr Dominic Muns of Wiltshire Council but didn't appear in the recorded minutes of the LHFIG.

Q. *What is being sought?* A. *Funding for a cinder track.*  
Q. *Where?* A. *Broadway Lane, Poulshot,*  
Q. *How many people will it impact?* A. *Ramblers, cyclists, dog walkers etc. Used to encourage people to come to the Village and be able to walk the White Horse Trail of which Broadway Lane is part of.*

It was explained that members due to other commitments could not make the meeting. Therefore, Cllr Muns was requesting the following, 'that the PC undertakes some work to provide the group with an understanding of usage (pedestrian counts, village survey, Facebook poll etc).' This was discussed with members, with comments being made that the Byway was Wiltshire Council's responsibility and that Broadway is part of the White Horse Way, which is used when not flooded by locals and tourists. It was agreed that Cllr Church would attend the next meeting of the LHFIG, to stress it was a byway and by improving it would support Wiltshire Council's drive to encourage tourism to the county. Next meeting is 16<sup>th</sup> April 2024.

### 136/23/24 Highway and Footway Improvement Group (HFIG) Request

A request was received explaining the following issue: The verge between my hedge and the road has been trashed on several occasions by trucks and buses. The resident was asking to put a kerb around the verge." Whilst this may not completely solve the issue, I believe it will make it easier to maintain and repair when required. Many other houses along Poulshot Road already have kerbs. I am prepared to fund this myself on receipt of permission."

After consideration it was proposed by Cllr Davis, seconded by Cllr Bissett and **UNANIMOUSLY AGREED** to support the request and forward the completed form to the LHFIG group for their consideration.

### 137/23/24 D Day 80-year Commemorative

Following a request that the Council marks and acknowledges the 80<sup>th</sup> year of D Day on 6<sup>th</sup> June 2024. It was proposed by Cllr Bissett, seconded by Cllr Davis and **UNANIMOUSLY AGREED** that members supported the lighting of a beacon and after advising completion of a grant application, would consider any funding needed for D Day.

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### 138/23/24 Village Trust Update

The Village Trust update was **NOTED**.

### 139/23/24 Survey

The further completed received survey were considered. There then followed a discussion on how best to move forward with the information received. It was proposed by Cllr Church, seconded by Cllr Hues and **UNANIMOUSLY AGREED** to create a specific working group with membership being Cllrs Bissett, Church, Jefferis and Dyke, terms of reference to be completed for consideration at the next meeting.

### 140/23/24 Annual Village Green Maintenance Additional Fee

It was explained that due to a mistake in providing members with the full quote from the current provider, the wild area was not included in the original quote for maintenance to the village Green ..It was therefore proposed by Cllr Bissett, seconded by Cllr Davis and **UNANIMOUSLY RESOLVED** to accept provided quote for the flailing of hedges around nature area once in October or November with wild area grass /paths cut as per specification for the year 2024/25 was quoted as £687.00 Net (824.40 inc. VAT) with the additional request that the wild area be cut during August.

### 141/23/24 New Website

A verbal update was received from Cllr Church, it was explained that the Website had required some updating, and the email issue was now in hand, therefore it was hoped that the Website would be going live in the next week.

### 142/23/24 Tree Survey

Cllr Davis explained that he was still in the process of acquiring a further two quotes and requested sight of the old tree survey published in 2017.

### 143/23/24 Standing Orders and Financial Regulations. -attached

It was proposed by Cllr Jefferis, seconded by Cllr Bissett and **UNANIMOUSLY RESOLVED** to approve the amended Standing Order and Financial Regulations in line with advice from NALC to include the following:

#### Standing Orders

18. Financial Controls And Procurement (Page 20)

- a) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

#### Financial Regulations

11.1 Procedures as to contracts are laid down as follows: (Page 12)

- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

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Regulations 2015 (“the Regulations”) which is valued at **£30,000** or more, the council shall comply with the relevant requirements of the Regulations

h) When it is to enter into a contract of less than **£30,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

### **144/23/24 Investment Strategy**

Members reviewed the current Investment Strategy and agreed it still provided the necessary information and guidance, therefore it was proposed by Cllr Bissett, seconded by Cllr Jefferis and **UNANIMOUSLY RESOLVED** to approve the Investment Strategy.

### **145/23/24 Election Expenses**

The information provided on fees was noted with members being advised the cost of the uncontested election should be in the region of £350.as provided by Wiltshire Council’s Election Team.

### **146/23/24 Finance Report and Bank Balances**

Members received and **NOTED** the 3rd of March 2024 spreadsheet showing Bank balances of the Parish Account £17,785.93 and Community Fund £119,135.05, collectively standing at £136,920.98.

### **147/23/24 Financial Expenditure.**

Members considered the expenditure report, with payments totalling £2,529.34 and credits of £2849.06 listed, it was then proposed by Cllr Bissett, seconded by Cllr Davis and **UNANIMOUSLY AGREED** to approve the expenditure report of March 2024.

### **148/23/24 Date of Next Meeting**

Extraordinary Meeting to be held on 18<sup>th</sup> March 2024  
followed by  
The Annual General Meeting 14<sup>th</sup> May 2024

### **149/23/24 Confidential Session**

It was proposed by Cllr Davis, seconded by Cllr Bissett and **UNANIMOUSLY RESOLVED** to go into a Confidential Session.  
The Chair, Cllr Davis requested the members of the public to leave the meeting at 20:53

### **150/23/24 Minutes 16<sup>th</sup> January 2024**

It was proposed by Cllr Bissett, seconded by Cllr Dyke and **UNANIMOUSLY RESOLVED** to confirm the confidential minutes of the Full Council meeting

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held on the 16<sup>th</sup> January 2024 as a true record. These minutes were duly signed by the Chair.

### 151/23/24 Village Hall Playground.

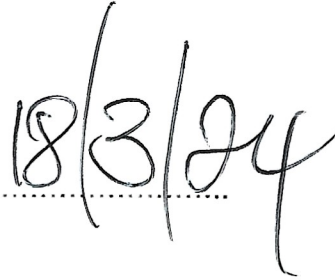
There was consideration of a received email and further discussion about the playground, and its state of disrepair.

Meeting closed at 21:10

Signed.....

A handwritten signature in black ink, appearing to be 'M. How' or similar, written over a dotted line.

Date.....

A handwritten date '18/3/24' in black ink, written over a dotted line.