

POULSHOT PARISH COUNCIL

MEETING DETAILS

Date	Tuesday 5th February 2019
Present	Geoff Collett [GC], Ben Hamilton [BH], Adrian Baber [AB], Sam Wright-Hurn [SWH], Steve Housby [SH], Tim Jalland [TJ]
Apologies	Ian Gillies [IG], PSCO Maggie Ledbury [ML]
Also Present	Members of the Public; WCC Jonathan Seed [JS], Elizabeth Martin (Parish Clerk) [EM], Sue Wilthew (Locum Clerk) [SW]
Not Present	
Location	Poulshot Village Hall, Poulshot, Wilts.
Chair	Geoff Collett

MINUTES

18/19/180	To Receive Apologies for absence. IG ML (PSCO)	
18/19/181	To Receive Declarations of interest None.	
18/19/182	To Agree the minutes of the last meeting of the Council Proposed SWH, seconded BH IT WAS RESOLVED that the minutes be approved as written	EM **
18/19/183	Chair's Introduction/Announcements GC sent a note of thanks to WCC for keeping the roads open during the recent spell of bad weather.	
18/19/184	To Receive the Police report PCSO not in attendance. Some material passed for publication. EM to post to the website. EM read the report. A small terrier dog had been hit by a car on Poulshot Road. There has also been a theft of 60 solar panels from a location in Poulshot.	EM
18/19/185	To Receive the Wiltshire Councillor's Report Budget comes to conclusion 5th February. Council Tax is likely to rise by 2%. Police & Crime commissioner has asked for a 13% increase.	

	<p>JS has also been approached re funding options for a potential play area within the Green Gardens. JS also noted that the last meeting of the MAB for the year is due and a new pot of money will be available in the next FY.</p>	
18/19/186	<p>To Receive the Clerks Report</p> <p>Item 15 on the agenda (Reserves Policy). EM informed the Council that the Fidelity Guarantee has now been increased from £25,000 to £150,000 to cover the full extent of the monies held by the Council.</p> <p>No update on Higher Green Farm</p> <p>Application received for the Fete in June. EM will be approving the request this week.</p> <p>A number of items have been received regarding amenities in the village and will look to summarise and bring forward to the next meeting with a view to setting up an advisory panel to look at all options to report back to the Council.</p> <p>EM asked that all Councillors review the current list of Policies held by the Council in advance of the May meeting so that any amendments or updates can be considered. EM will also draw up a list of Policies that Poulshot does not have so that any gaps in governance can be addressed in May's meeting.</p> <p>Agenda items 12 on the agenda (tree works). This is re-presentation of a November agenda item that has been re-reviewed with the Arborist.</p>	
18/19/187	<p>Planning matters - to Receive for information, those decisions notified and to Consider applications received</p> <p>Update On Existing 18/12128/TCA. 62 The Green. Pollarding for a Poplar Tree. Approved.</p> <p>New 19/00673/TCA Crown Raise 30% Birch at Townsend Farm. No Objections.</p>	EM
	<p>EM withdrew from acting as Parish Clerk to the meeting for items 8 and 9 due to personal and financial interests. Susan Wilthew acted as locum Clerk [SW] for those items.</p>	
18/19/188	<p>To Discuss the land boundary dispute between the Parish Council and 72 The Green</p>	
18/19/189	<p>To receive an update on the status of the boundary issues</p> <p>BH gave a verbal update on actions undertaken since the last meeting. A meeting had been held with Mr J. Martin. There was still an issue in the area outside the entrance to No 72 The Green and Poulshot Court.</p>	
18/19/190	<p>To Consider and Agree the contents of the letter to be sent to the Martins</p> <p>A letter drafted on behalf of the Parish Council to Mr. and Mrs Martin had been circulated to all Members for consideration before the meeting.</p> <p>Proposed BH, seconded SWH. IT WAS RESOLVED to agree the letter as circulated be signed by the Chairman and sent to Mr & Mrs J Martin.</p>	**

	The letter was signed by the Chairman.	
18/19/191	<p>To Consider and Agree to appoint Solicitors and approach for outline plan and cost estimates</p> <p>It was stated by BH that the Parish Council insurers had confirmed that they would appoint solicitors on behalf of the council and further the insurers would cover the legal costs. No information was available to the meeting of the cost of any premium excess or other costs.</p> <p>Proposed SH IT WAS RESOLVED that if no satisfactory action to remove the posts in question had been taken by Mr Martin by 11 February as stated in the letter the matter would be put in the hands of the Parish Council's insurers.</p> <p>Proposed AB IT WAS RESOLVED , that before any work was undertaken by any solicitor appointed by the insurers, a figure for any costs to be incurred by the council would be obtained and brought to the next meeting for further consideration and approval as required.</p>	** **
18/19/192	<p>To Consider and Agree to change the registered address of the Village Green Land Registry Title WT260090 to Barley Hill Farm, Poulshot, SN10 1RS for the duration of the land dispute</p> <p>Proposed SH, seconded TJ IT WAS RESOLVED to change the registered address of the Village Green Land Registry Title WT260090 to Barley Hill Farm, Poulshot, SN10 1RS for the duration of the land dispute. The Land Registry would be made aware of VG 16 document.</p>	** BH
	SW withdrew from acting as temporary Parish Clerk to the meeting for item 9. EM returned as the Parish Clerk.	
18/19/193	<p>To Consider an Advisory Committee (S102.4 1972) to investigate the options and make recommendations regarding Bus Shelter Provision within the Village</p> <p>SWH informed the Council that she has been talking to residents about the provision of a bus shelter for Poulshot with potential sites near the Raven and at Townsend. SWH would like an advisory committee to gather design and location ideas and look at funding options with a view to presenting options back to full Council.</p> <p>SH spoke against the idea of setting up an advisory committee.</p> <p>No vote taken.</p>	
18/19/194	<p>To Agree up to £50 from Repairs and Maintenance budget for provision of materials for the agreed repair of the Green Gardens entranceway (scalping and related materials)</p> <p>Proposed SWH, seconded GC. IT WAS RESOLVED that up to £50 of the Repairs and Maintenance budget be provided for materials for the repair of the Green Gardens entranceway</p>	**
18/19/195	To Agree works in the Green Gardens reference the Woodland Management Plan	

	<p>Proposed BH, seconded SWH IT WAS RESOLVED that the Tree Works proceed as planned against the quotation from the chosen Arborist to the value of £450.</p>	**
18/19/196	<p>Poulshot Defibrillators</p>	
18/19/197	<p>To Consider and Agree the electrical quotation for connecting the two new defibrillators</p> <p>Proposed SWH, seconded AB IT WAS RESOLVED that the electrical quote received be accepted and the work approved.</p>	**
18/19/198	<p>To Agree the renewal of the Raven Defibrillator from February 2019, for four years, at the agreed renewal rental of £1800 against existing Earmark</p> <p>Proposed BH, seconded GC IT WAS RESOLVED that the defibrillator at the Raven be renewed from February 2019, for four years, at the agreed renewal rental of £1800 against existing Earmark</p>	**
18/19/199	<p>To Agree the Grievance Policy</p> <p>EM explained that there is currently no Grievance Policy and that it is a legal requirement under the Employment Act 2008 to have one and failure to follow the ACAS code would expose the Council to potential fines or uplift in any settlement which is a risk the Council needed to consider.</p> <p>SH spoke against having the policy and called upon JS for his opinion. JS felt that there was too much regulation and paperwork already and that it should be the Council's decision if it wished to implement a policy. BH and TJ felt that the Policies put forward were too complex.</p> <p>No Vote Taken.</p>	
18/19/200	<p>To Agree the Reserves Policy</p> <p>EM explained that if the Council is going to hold large amounts of the public's money it needs to be able to explain the rationale to both the Public and to the Auditor. Based on recent suggestions by some Councillors for managing money the percentage held in reserves would have increased from 30% to 65% which would have been hard to justify considering the precept had not been reduced.</p> <p>SH spoke against the idea of having a policy to manage the council's reserves and felt that councillors should be able to stand up for themselves if challenged on the way the money was used.</p> <p>AB spoke for the policy stating that a normal business would need to work to a proper agreed budget with properly agreed reserves and this should apply to the Council.</p> <p>Proposed BH, seconded SWH IT WAS RESOLVED that the Reserves Policy be accepted (SH objection noted)</p>	**

18/19/201	<p>To Receive for information, an update on prior Actions by the Council</p> <p>EM has not yet spoken to Rowde PC regarding Caen Hill junction.</p> <p>SH asked what is happening about the hedge at the Dairy. GC has spoken to the resident who intends to cut back. SH stated that the hedge needs trimming back right to the wall or WCC should be asked to cut it.</p>	
18/19/202	<p>To Receive for Information, correspondence and circulars received</p> <p>None.</p>	
18/19/203	<p>To Receive for information, Disbursements made since the last meeting and to Sign those presented at the meeting</p> <p>See below</p>	
18/19/204	<p>To Consider Items of maintenance</p> <p>SWH raised the issue of the gate on the playground at the Village Hall. The gate can become jammed and hard to open. GC will take a look with SWH after the meeting.</p> <p>SH raised a question on the railings outside the dairy. EM explained this is on the list of items for the Parish Steward. TJ agreed that the Village Trust will take responsibility for the painting of the railings.</p>	
18/19/205	<p>To Agree Key messages</p> <p>None.</p>	
	<p>The next meeting of the Parish Council will be at 7:30pm on Tuesday March 5th 2019</p>	

ACTION ITEMS

18/19/182	<input type="checkbox"/> EM post minutes to the website
18/19/184	<input type="checkbox"/> EM to post PCSO material to website
18/19/187	<input type="checkbox"/> EM to file planning responses
18/19/192	<input type="checkbox"/> BH to file change of address request for Village Green for the duration of the land dispute and to make Land Registry aware of VG16 document.
18/19/204	<input type="checkbox"/> GC to look at the Village Hall Playground entrance gate with SWH

RESOLUTIONS

18/19/182	IT WAS RESOLVED that the minutes be approved as written
18/19/190	IT WAS RESOLVED to agree the letter as circulated be signed by the Chairman and sent to Mr & Mrs J Martin.

18/19/191	IT WAS RESOLVED that if no satisfactory action to remove the posts in question had been taken by Mr Martin by 11 February as stated in the letter the matter would be put in the hands of the Parish Council's insurers.
18/19/191	IT WAS RESOLVED , that before any work was undertaken by any solicitor appointed by the insurers, a figure for any costs to be incurred by the council would be obtained and brought to the next meeting for further consideration and approval as required
18/19/192	IT WAS RESOLVED to change the registered address of the Village Green Land Registry Title WT260090 to Barley Hill Farm, Poulshot, SN10 1RS for the duration of the land dispute. The Land Registry would be made aware of VG 16 document.
18/19/194	IT WAS RESOLVED that up to £50 of the Repairs and Maintenance budget be provided for materials for the repair of the Green Gardens entranceway
18/19/195	IT WAS RESOLVED that the Tree Works proceed as planned against the quotation from the chosen Arborist to the value of £450.
18/19/197	IT WAS RESOLVED that the electrical quote received be accepted and the work approved.
18/19/198	IT WAS RESOLVED that the defibrillator at the Raven be renewed from February 2019, for four years, at the agreed renewal rental of £1800 against existing Earmark
18/19/200	IT WAS RESOLVED that the Reserves Policy be accepted

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

Signed	
Date	

Chairman: Geoff Collett Aspiro, 46 The Green, Poulshot, Devizes, Wiltshire SN10 1RT
Clerk to the Council: Elizabeth Martin T: 01380 828206 M: 0773 0594658 E: poulshotparishcouncil@gmail.com
Website: <http://www.poulshot.org.uk>

Transactions by Category for Parish Council - Poulshot

Period from 6 Jan 2019 to 4 Feb 2019

Expense Accounts

Date	Account	Description	Detail	Category	Account	Debit	Credit
9 Jan 2019	Locum Services		2x£20ph	Suppliers	Sue Wilthew (Locum Clerk)	£40.00	
	Locum Services		Travel	Suppliers	Sue Wilthew (Locum Clerk)	£6.75	
10 Jan 2019	Internet Website	Internet Fees		Suppliers	1&1 Internet	£6.99	
21 Jan 2019	Memberships & Subscriptions		SLCC Membership	Suppliers	Expense Claims	£43.00	
	Memberships & Subscriptions		SLCC Joining Fee	Suppliers	Expense Claims	£5.00	
	Other Admin		Supplies	Suppliers	Expense Claims	£9.98	
30 Jan 2019	Staffing Allowance	Allowance		Bank accounts	Checking Account - 076	£10.00	