

**Clerk to Council: Elizabeth Martin**

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## **PARISH COUNCIL MEETING MINUTES**

Minutes of the Meeting of Poulshot Parish Council  
held at Poulshot Village Hall, Poulshot on Tuesday 3<sup>rd</sup> September 2019  
commencing at 7:30pm

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

**OFFICER PRESENT:** Elizabeth Martin [EM]

**OTHERS PRESENT:** PCSO Maggie Ledbury [ML], Members of the Public.

**CHAIR:** Ben Hamilton

**APOLOGIES:** Cllr. Jonathon Seed

**FC19/20/086 APOLOGIES FOR ABSENCE.**  
Jonathan Seed.

**FC19/20/087 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
AB declared an interest in item 10 (Memorial Bench).

**FC19/20/088 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25<sup>TH</sup> JUNE 2019**  
Proposed BH, seconded AB.

**IT WAS RESOLVED THAT the minutes for the Parish Council meeting held on 25<sup>th</sup> June 2019 be accepted as written.**

**FC19/20/089 CHAIRMAN'S WELCOME**  
BH passed on the Council's condolences at the sad loss of Malcolm Nixon. Malcom had been in the village for over 40 years and had served on the Village Hall, Village Trust and Community Fund as well as on the Parish Council. He will be sorely missed.

BH announced that the Village Trust will be holding a celebration of VE Day in May 2020 and will reach out to other groups accordingly.

**FC19/20/090 POLICE REPORT**  
The Community Police report was received. A copy will be placed on the website notice board. No current crimes to report for Poulshot.

Maggie is currently not on visibility patrol a stand in, Janet, will be covering.

**FC19/20/091 UNITARY COUNCILLOR’S REPORT**

JS not in attendance. A written report has not been received but will be made available on the website notice board if made available.

<http://www.poulshot.org.uk/parish-public-notice/>

**FC19/20/092 PLANNING MATTERS – TO RECEIVE THOSE DECISIONS NOTIFIED AND TO CONSIDER APPLICATIONS RECEIVED**

Update On Existing:

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

New:

Application: 19/07518/FUL  
 Location: Land At Barley Hill Lane, Poulshot  
 Proposal: Erection of agricultural storage building, installation of solid gate and regularisation of track.

BH introduced the issue and stated that he didn’t feel that the reasons stated in the application were fully honest. SH stated that the building was too large and the gate not appropriate (should be an ordinary 5-bar). SH also objected on grounds of planning policy in reference to those raised by two parishioners.

Council felt the track and gate were inappropriate and the building is too large for the need stated.

**Outcome Object.**

Application: 19/07887/FUL  
 Location: Lodge Farm, Poulshot  
 Proposal: Conversion of agricultural store and workshop into commercial units

GC raised that there should be a review of the road that runs past Poulshot Lodge Farm. The road is in poor condition due to the continued use of heavy equipment and is unlikely to sustain an increase in road traffic. The Parish Steward has made appropriate adjustments to manage potholes, but this will not be sufficient for the long term.

**Outcome Support.**

**FC19/20/093 CLERK’S REPORT**

The next meeting will include a first draft of the precept/budget for the 2020/21 FY. EM asked that all items to be considered for the budget be sent before the 15<sup>th</sup> October.

EM has asked for an update from the parishioners looking at the potential for a playground in the village. The Council has no ownership of the material gathered during the consultation exercise. EM will continue to engage to understand their intentions and next steps.

EM has placed information in the hall for vulnerable adults who do not wish cold-callers. More are available on request.

**FC19/20/094 OVER 60 CHRISTMAS MEAL**

**FC19/20/095 (a) To Receive for Information, a business case for the Over 60s Meal in support of the requested grant.**

Council Received and Noted the Business Case

**FC19/20/096 (b) To Consider and Approve Funding of £250 for the 2019 Over 60s Christmas Meal as part of a S.137 Grant.**

Proposed BH seconded GC

**IT WAS RESOLVED THAT the Council, in accordance with its powers under section 137 of the Local Government Act 1972, should incur the expenditure of £250 to support the 2019 Over 60s Christmas Meal which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure**

**FC19/20/097 MEMORIAL BENCH**

**FC19/20/098 (a) To receive a donation for a memorial bench.**

Proposed SWH seconded TJ.

**IT WAS RESOLVED THAT Council accept a donation of £1200.00 from Yvonne Baber to be used for the erection of a Memorial Bench in Memory of Joseph Baber.**

**FC19/20/099 (b) To the location and placement of said memorial Bench**

Proposed SWH seconded TJ.

**IT WAS RESOLVED THAT the location of the memorial bench be upon the Village Green adjacent to that of Daniel Baber (beyond the Cricket Pitch Boundary at Deep Point – Deep Midwicket).**

**FC19/20/100 (c) Delegation of Spending Authority**

Proposed SWH seconded TJ.

**IT WAS RESOLVED THAT the spending authority be delegated to the Clerk, in consultation with Cllr Baber, for the purchase and placement of the Memorial Bench.**

**FC19/20/101 FINANCIAL MATTERS**

**FC19/20/102 (a) To consider and approve NALC updates to the 2019 Model Regulations.**

Proposed BH seconded SWH.

**IT WAS RESOLVED THAT the proposed changes, in line with the 2019 NALC Model, be accepted as the Financial Regulations for Poulshot Parish Council.**

**FC19/20/103 (b) To Receive the Internal Auditors Report for the FY18/19.**  
Council received the report and noted its findings. The two highlighted points being:

- Ensuring assignment of Statutory Powers to Decisions
- Production of Monthly Bank Reconciliations

**FC19/20/104 (c) To Note the bank reconciliation for August 2019**  
Council received the reconciliation.

**FC19/20/105 HIGHER GREEN FARM**

**FC19/20/106 (a) To Receive an update on Higher Green Farm.**  
A representative from the Developer raised that he had received a letter from the Parish Council and was unhappy with the content and stated that it was inaccurate and that some of the issues were related to the approach by the Parish Council. The Council was asked to retract the letter and issue an apology.

The representative stated they had paid all of the agreed fees and all those invoices presented.

**FC19/20/107 (b) To Consider and Approve the Outstanding Invoice from the Council’s Solicitor, Royd Withey King, for the amount of £950.00 plus VAT.**

Council discussed the invoice as presented and were unhappy with the level of the detail.

EM stated that she had raised this issue with the Solicitor in March and had subsequently asked BH to discuss with the Solicitor – this had not produced a resolution.

Motion to pay the outstanding invoice withdrawn to allow EM to re-approach the Solicitor to ask for a more detailed breakdown and to inform them that the invoice will not be approved for payment in its current form.

Action: EM to contact RWK Solicitor to inform them that payment is contingent on a detailed invoice and that the current invoice will not be paid in its current form.

**FC19/20/108 TO CONSIDER AND AGREE TO DISBAND THE COMMUNITY FUND PANEL AND MANAGE ALL GRANT REQUESTS WITHIN FULL COUNCIL**  
Amendment Proposed.

**IT WAS RESOLVED THAT The Community Fund Panel be Suspended, and all grant requests managed within Full Council pending a review of the current operating model.**

Action: Cllr. Jalland to draft proposed changes to the Community Fund Panel operating mode.

**FC19/20/109 TO RECEIVE FOR INFORMATION, AN UPDATE ON PRIOR ACTIONS BY THE COUNCIL.**

EM is awaiting details on which ditches need to be looked at based on an item raised in the prior meeting by a member of the public. The Parishioner was asked again to send details.

A Parishioner raised that they will cutting the hedge and clearing back the ditch opposite the entrance to Sillington lane.

**FC19/20/110 TO RECEIVE FOR INFORMATION, DISBURSEMENTS MADE SINCE THE LAST MEETING AND TO SIGN THOSE PRESENTED AT THE MEETING.**

Payments

Community First Insurance		£347.21	CHQ
Philip Coles	Grass Cutting July	£350	CHQ
	Grass Cutting August	£350	CHQ
	Grass Cutting September	£350	CHQ
1 & 1	Website	£8.39	DD
Bristol Water	Water	£13.26	DD

**FC19/20/111 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

No correspondence or circulars have been received.

**FC19/20/112 TO CONSIDER ITEMS OF MAINTENANCE.**

SWH reported that some hedges are overgrown on Barleyhill Lane and some trees need attention.

**FC19/20/113 KEY MESSAGES:**

- Community Fund Panel has been suspended.
- Over 60s Christmas Meal

The meeting concluded at 9:05 pm.

The next meeting of the Parish Council will be at 7:30pm on Tuesday November 19<sup>th</sup>, 2019.

**Summary Of Actions**

- FC19/20/107 EM to contact RWK Solicitor to inform them that payment is contingent on a detailed invoice and that the current invoice will not be paid in its current form.
- FC19/20/108 TJ to draft proposed changes to the Community Fund Panel operating model

**Summary Of Resolutions**

- FC19/20/088 IT WAS RESOLVED THAT the minutes for the Parish Council meeting held on 25th June 2019 be accepted as written.
- FC19/20/096 IT WAS RESOLVED THAT the Council, in accordance with its powers under section 137 of the Local Government Act 1972, should incur the expenditure of £250 to support the 2019 Over 60s Christmas Meal which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure
- FC19/20/098 IT WAS RESOLVED THAT Council accept a donation of £1200.00 from Yvonne Baber to be used for the erection of a Memorial Bench in Memory of Joseph Baber.
- FC19/20/099 IT WAS RESOLVED THAT the location of the memorial bench be upon the Village Green adjacent to that of Daniel Baber (beyond the Cricket Pitch Boundary at Deep Point – Deep Midwicket).
- FC19/20/0100 IT WAS RESOLVED THAT the spending authority be delegated to the Clerk, in consultation with Cllr Baber, for the purchase and placement of the Memorial Bench.
- FC19/20/0102 IT WAS RESOLVED THAT the proposed changes, in line with the 2019 NALC Model, be accepted as the Financial Regulations for Poulshot Parish Council.
- FC19/20/0108 IT WAS RESOLVED THAT the Community Fund Panel be Suspended, and all grant requests managed within Full Council pending a review of the current operating model.

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

Summary Of Public Participation Session

A parishioner raised a point in reference to application 19/07518/FUL. They stated that they had put forward their objections to WCC and to PC and was present to observe. A second parishioner raised a question on how the land would be used.

A parishioner raised that they didn't agree to the disbandment of the PCF. They wanted to know how much money was left in the fund. They also raised the question on progress of the playground and wanted to know what had happened to those questionnaires.

A parishioner asked whether the website could be kept more up to date and asked if it can include events happening in the village. Chair informed that groups need to provide their information to the Clerk otherwise material cannot be added.

A Parishioner raised a question on an enclosure of an area of the Village Green. The Chair pointed out that it was not on the agenda and would not be discussed.

A Parishioner raised a question on what is happening to the vehicle that appears to have been left on broad lane. The Chair pointed out this was WCC land and the situation has been reported to WCC