

POULSHOT PARISH COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD IN THE VILLAGE HALL TUESDAY 9TH MAY 2023 AT 7.30 PM

PRESENT:

- Cllr Mike Davis (Chairman)
- Cllr Liz Bissett (Vice Chairman)
- Cllr Dan Scott (RFO)
- Cllr Claire Church
- Cllr Tim Hues
- Cllr Nina Jeffries
- Wiltshire Cllr Tamara Reay

OFFICER: Jeannette Young (Clerk)

PUBLIC PARTICIPATION: 17 members of the public were in attendance and 1 representative from the police.

No questions were raised.

1/23/24 Chairman for Ensuing Year

It was proposed by Cllr Hues, seconded by Cllr Church and UNANIMOUSLY RESOLVED to elect Cllr Davis as Chairman for Poulshot Parish Council for the municipal year 2023/24. The newly elected Chairman subscribed to the Statutory Declaration of Acceptance of Office, which was countersigned by the Parish Clerk

2/23/24 Vice Chairman

It was proposed by Cllr Jeffries, seconded by Cllr Church and UNANIMOUSLY RESOLVED to elect Cllr Bissett as Vice-Chairman for Poulshot Parish Council for the municipal year 2023/24. The newly elected Vice-Chairman subscribed to the

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Statutory Declaration of Acceptance of Office, which was countersigned by the Parish Clerk

3/23/24 Apologies

Apologies were received from Cllr Nichols

4/23/24 Declarations of Interest and Dispensation Request

Declarations were received from Cllrs Hues, Bissett and Church, all regarding agenda item 8, Townsend Farm development.

4.1/23/24 Further to the granted dispensation of the meeting of 29th November 2023, minute reference 85/22b. A request for a further dispensation had been received from Cllr Nicols. requesting a special further dispensation for 3 months. After much discussion and an explanation of the 6 month rule it was proposed by the Chair, Cllr Davis, seconded by Cllr Bissett and **UNANIMOUSLY RESOLVED** to grant a further dispensation until the end of July 2023, on the understanding that no further dispensations would be considered or granted.

5/23/24 Minutes

It was proposed by Cllr Bissett, seconded by Cllr Jeffries and **RESOLVED** to confirm the Minutes of the Extraordinary Meeting of the Parish Council held on 20th April 2023 as a true record. The Minutes were duly signed by the Chairman, Cllr Davis.

6/23/24 Chairmans Announcements

The Chairman provided an update supplied from Wessex water stating they would be in touch again in July to provide a progress report and that the flooding investigations takes 6 to 12 months to complete.

The Chairman also stated that an instruction had been raised for mobilizing a contractor to refresh fade road markings and lines.

7/23/24 Police Report

The attached Community Policing Team Reports from March, April 2023 and the Annual Report, were noted, and Sergeant Gemma Rutter introduced herself and advised of the various ways residents could contact her and her team.

8/23/24 Update from Gaiger's re Townsend Farm

The provided summary and plan were considered, and it was noted that there had also been a leaflet drop to all residents asking for comments on the

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proposed development, to be emailed to the Clerk. These comments would then be collated and considered by Members at the meeting in July 2023. There were numerous questions from members of the public present, and although Members could answer a few, the majority of them were referred to the Gaiger's website, where all the plans and information had been published.

9/23/24 Update from Wiltshire Councillor Tamara Reay

Cllr Reay updated the meeting on Wiltshire Councils Annual Report, stating they had a budget of £466m for 2023/24 which included an increase of £69m.

- A Corporate Peer Challenge had taken place and it was found that the 10-year business plan had 10 very clear objectives.
- 1300 Ukrainians had been taken in by Wiltshire, with 165 families now in private housing.
- The MyWiltsApp should be used for reporting potholes and fly tipping etc.
- Cllr Reay had been working on the possibility of a new train station for Devizes, funding had been secured for investigatory work, but this had shown that old lines/tracks were non-existent at Lydeway and would prove prohibitively costly to reinstall.

10/23/24 Climate Change

Cllr Liz Bissett gave a verbal update on the webinar she attended on the 27th March 2023. There were several examples of inspiring actions taken by Parish Councils in Wiltshire examples were: -

- Recycling bins in prime locations for Wiltshire Air Ambulance, etc.
- Solar panels on village halls
- Sustainable travel, i.e mini bus service to Devizes from village locations
- EV charging points being considered by some parishes.
- Climate action surveys
- Eco fairs
- Considering insisting on Net Zero Housing i.e. renewable heating, passive builds/development etc.

11/23/24 Agenda Items Moved Forward

It was proposed by Cllr Jeffries, seconded by Cllr Bissett and UNANIMOUSLY AGREED to move agenda item 26.1 & 26.2 forward to this point in the meeting,

12.1/23/24 Poulshot Village Trust update and Request

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After considering the 50th anniversary of Poulshot Village Trust update, activities agenda and request for permission to park a Pizza Wagon onto village green adjacent to one of the entrances into Green Gardens on Saturday 13 May 2023 from 10am to 3pm.

It was proposed by Cllr Bissett, seconded by Cllr Church, and UNANIMOUSLY AGREED that permission be granted to Poulshot Village Trust to park a Pizza Wagon on the Village Green adjacent to one of the entrances into the Green Gardens.

The Ecological Summary and Pond Plan attached to this item were noted.

12.2/23/24 The Fete Committee & St Peters Church update and requests

An update and request on the Village Fete being held on Saturday 24th June 2023, on the Village Green was discussed and it was therefore proposed by the Chair, Cllr Davis, seconded by Cllr Hues and UNANIMOUSLY AGREED that permission be granted to the Fete Committee to hold the Fete on the Village Green on the 24th June 2023 with special request that the Fete Committee have sight of insurance cover and risk assessments of attending businesses.

13/23/24 Return to Agenda Item 11.

14/23/24 Adoption of Standing Orders

It was proposed by Cllr Jeffries, seconded by Cllr Church, and UNANIMOUSLY RESOLVED to adopt the updated Standing Orders.

15/23/24 Adoption of Financial Regulations

It was proposed by, Cllr Bissett, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to resolve to adopt the updated Financial Regulations.

16/23/24 Adoption of Financial Risk Assessment

It was proposed by, Cllr Bissett, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to adopt the Financial Risk Assessment.

17/23/24 Start Time for Full Council Meetings

It was proposed by, Cllr Church, seconded by Cllr Scott, and UNANIMOUSLY RESOLVED that the start time for all Full Council meetings will be 7.30pm and that, this time be added to the adopted Standing Orders.

18/23/24 Sealing of Documents

It was proposed by, Cllr Jeffries, seconded by Cllr Bissett, and UNANIMOUSLY RESOLVED that the elected Chairman and the elected Vice Chairman (or in their absence any Councillor serving on the Finance and

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Audit working group) be authorised to execute legal documents on behalf of Poulshot Parish Council during the 2023/24 Municipal Year.

19/23/24 Record of attendance

Members received the Record of Attendance of Parish Councillors at meetings during 2022/23.

| Date | Type of meeting | Cllr Bissett | Cllr Church | Cllr Davis | Cllr Hues | Cllr Jefferies | Cllr Nichols | Cllr Scott |
|------------|-----------------|--------------|-------------|------------|-----------|----------------|--------------|------------|
| 18/05/2022 | Annual Meeting | attended | attended | attended | attended | attended | attended | attended |
| 28/06/2022 | General | attended | attended | attended | attended | attended | attended | attended |
| 12/07/2022 | General | attended | attended | attended | apologies | apologies | apologies | attended |
| 27/09/2022 | General | attended | attended | attended | attended | attended | apologies | attended |
| 12/10/2022 | Extra-ordinary | attended | apologies | attended | apologies | apologies | apologies | attended |
| 15/11/2022 | General | attended | attended | attended | attended | apologies | apologies | attended |
| 29/11/2022 | Extra-ordinary | attended | apologies | attended | attended | attended | apologies | attended |
| 10/01/2023 | General | attended | attended | attended | attended | attended | apologies | attended |
| 07/03/2023 | General | attended | attended | attended | attended | apologies | apologies | attended |
| 20/04/2023 | Extra-ordinary | attended | apologies | attended | apologies | attended | apologies | apologies |
| 10 | | 10 | 7 | 10 | 7 | 6 | 2 | 9 |

Cllr Nichols received a 6 month Dispensation from 29-11-22

20/23/24 Calendar of meetings

It was proposed by the Chair, Cllr Davis, proposed by Cllr Bissett and UNANIMOUSLY RESOLVED to APPROVE the Calendar of Meetings for the Municipal Year 2023/24.

| Day | Date | Month | Year | Type of Meeting |
|---------|------|-----------|------|---|
| Tuesday | 25th | July | 2023 | Normal |
| Tuesday | 19th | September | 2023 | Normal |
| Tuesday | 7th | November | 2023 | Normal, Budget setting |
| Tuesday | 9th | January | 2024 | Normal, Precept |
| Tuesday | 12th | March | 2024 | Normal |
| Tuesday | 14th | May | 2024 | Annual Council Meeting. Election of Chairs |
| Tuesday | 7th | May | 2024 | Parish Annual Meeting |

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21/23/24 Financial Expenditure.

It was proposed by the Chair, Cllr Davis, seconded by Cllr Bissett and UNANIMOUSLY RESOLVED to approve the expenditure report from the RFO.

22/23/24 Finance Report and Bank Balances.

The Finance Report and Bank Balances were RECEIVED and NOTED.

23/23/24 Internal Audit.

Members RECEIVED and NOTE the Annual Internal Audit Report from Mulberry & Co, which was completed at their visit on 5th April 2023, together with the completed Annual Internal Audit Report (AIAR) (page 3) of the Annual Governance and Accountability Return (AGAR).

Thanks, and appreciation were given to the RFO and Clerk for a huge improvement in the raised standards of the Council.

Members noted in accordance with minute number 109/23 Mulberry and Co will be the internal auditors for 2023/24.

24/23/24 Annual Governance and Accountability Return (AGAR) 2022 – 2023 Form 2

Members NOTED that Poulshot Parish Council will be claiming exemption from a limited assurance review as an authority that meets the specified criteria. The RFO explained page 3, after which it was proposed by Cllr Bissett, seconded by Cllr Church, and UNANIMOUSLY RESOLVED that the RFO and Chairman, Cllr Davis sign page 3 of the AGAR, this was then duly signed.

24.1/23/24 Annual Governance Statement 2022/23 (AGAR-Section 1)

It was proposed by Cllr Bissett, seconded by Cllr Church, and UNANIMOUSLY RESOLVED to APPROVE the attached Annual Governance Statement 2022/23 as detailed in Section 1 of the AGAR (page 5). The document was then signed by the Chair, Cllr Davis, together with the Parish Clerk.

24.2/23/24 Year End Accounts 2022/23

Following a detailed explanation of the Year End Accounts, it was proposed by Cllr Bissett, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to APPROVE the attached Year End Accounts, 31 March 2023

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24.3/23/24 Accounting Statements - AGAR Section 2

It was proposed by Cllr Bissett, seconded by Cllr Jeffries, and UNANIMOUSLY RESOLVED to APPROVE the Accounting Statements 2022/23 as detailed in Section 2 of the AGAR (page 6). This document having previously been signed and dated by the RFO was then signed and dated by the Chairman, Cllr Davis at this meeting of the 9th May 2023

24.4/23/24 Exercise of Public Rights - Inspection of Accounts

Members noted the following dates for the Exercise of Public Rights

Date inspection notice issued 2 June 2023

Inspection period begins 5 June 2023

Inspection period ends 14 July 2023

25/23/24 Payments by Direct Debit/Standing Order

It was proposed by Cllr Bissett, seconded by Cllr Church and UNANIMOUSLY RESOLVED to APPROVE the list of payments made by Direct Debit and /or Standing Order.

26/23/24 Payments by BACS/Bank Transfer

It was proposed by Cllr Bissett, seconded by the Chair, Cllr Davis and UNANIMOUSLY RESOLVED to APPROVE the payment of all invoices by BACS or Bank Transfer, where possible.

27/23/24 Salary Payment by BACS

It was proposed by the Chair, Cllr Davis, seconded by Cllr Jeffries and UNANIMOUSLY RESOLVED to APPROVE the payment of monthly salary by BACS, with overtime and expenses paid a month in arrears.

28/23/24 Requests from Electors

28.1/23/24 Following a request to ask if it would be possible to continue using the access across the amenity land until a new fence gets erected. It was explained that the previous permission had lapsed at the end of March 2023. Therefore, it was proposed by Cllr Bissett, seconded by the Chair, Cllr Davis and UNANIMOUSLY AGREED to grant permission for further temporary access across the amenity land on the condition that the gate is moved by the 30th June 2023, directly after this date, temporary access permission will cease.

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28.2/23/24 A request that the Parish Council help cover the cost of the purchase of Coronation mugs for Poulshot children of primary age, was considered. Members were informed that other members children had already received Coronation Mugs from their own primary schools, therefore it was proposed by Cllr Bissett, seconded by Cllr Scott and **UNANIMOUSLY AGREED**, not to use extra funds to contribute to the purchase of Coronation Mug for primary aged children of the village.

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.

29/23/24 Confidential Session

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

30/23/24 Confidential Minutes

It was proposed by Cllr Bissett, seconded by Cllr Jeffries and **UNANIMOUSLY RESOLVED** to confirm the Confidential Minutes of the Extraordinary Full Council Meeting held on the 20th April 2023 as a true record. The Minutes were duly signed by the Chairman.

31/23/24 Legal Advice Charge

The item was considered, and an agreement reached that further information be made available and examined.

Meeting ended at 22:19

Signed.....



Date.....

