

POULSHOT PARISH COUNCIL
PARISH COUNCIL MEETING 8th November 2017, 7:30 PM
THE VILLAGE HALL, POULSHOT
MINUTES

Present Cllr. Geoff Collett (Chairman) [GC] Cllr. Steve Housby [SH] Cllr. Adrian Baber [AB] Cllr. Ben Hamilton (Vice Chairman) [BH] Cllr. Tim Jalland [TJ] Cllr. Sam Wright-Hurn [SW]

Apologies

Also Present Members of the Public; Elizaeth Martin (Parish Clerk) [EM] Cllr. Jonathon Seed (Wilts. Cllr.) [JS] Police Community Support Officer [PCSO] Mrs Helen Wright, Support Cllr. SWH

Meeting Commenced At 7:32 PM

- 17/18/085 To receive Apologies for absence.

None Received

[*** Mrs Helen Wright was in attendance in lieu of Mrs Karen Page as a support counsellor to Cllr. SWH]
- 17/18/086 To receive declarations of interest

TJ - Cricket Club and Village Trust matters
BH - Village Trust
- 17/18/087 To receive the Police report

[***Item 6 on the Agenda was brought forward to allow the PCSO to speak early as she had other duties to perform elsewhere]

Maggie Ledbury, local police representative, introduced herself

She has very busy schedule and cannot always be present. She will try to send a report for each meeting

There has been an increase in hare coursing and shed break-ins. Maggie asked the public to keep an eye out for "males, specifically with large dogs". Send number plate information to police if unsure.

There has been an incident where a hoax caller, pretending to be from BT, attempted to acquire banking information from a parishioner. People should be wary. Rogue Traders are also an issue in the area.

[***PCSO left the meeting]
- 17/18/088 To discuss/accept the recommendation of the council meeting of 10th October 2017 and to adopt the full NALC wording regarding the presentation, acceptance and rejection of motions. This process will be adopted immediately and the Standing Orders will be duly modified, and adopted at the May 2018 meeting. [V]

The Council had held an in-camera session on the 10th October (based on agreement from August meeting) attended by GC, TJ, SWH, AB, BH, Mike Wilson, Jonathan Seed (not SH) and discussed WALC issues related to the Standing Orders. It had been agreed during that meeting to adopt the National (NALC) standards for Parish Councils. Poulshot PC is following these standards (since 2013) fully.

SH read a statement that he is unhappy with some of the items within the National standards (Sections 9E and 9F) and would like them to be removed (for Poulshot). BH stated that there were fundamental issues with the motion put forward. TJ stated that he was disappointed as he had hoped the outcome of the meeting on the 10th would have been positive. AB stated that the Council was following the correct standards and the amendments proposed by Mike Wilson were just pages from a book and not the correct standards set nationally.

It was determined that a vote to amend was inappropriate
- 17/18/089 To accept the minutes of the previous meeting [V]

SH asked for a spelling correction

SWH asked for Mrs Karen Page to be added as an attendee to the August meeting in her capacity as Support Counsellor

Minutes accepted (with spelling amendment)
[AB Proposed. BH Second. Agreed]

Geoff Collett
5/12/2017

17/18/090

To receive the Chairman Announcements

GC explained that Mike Wilson has resigned from the Council.

GC passed the council's condolences to the family of Ken Oliver who recently passed. Joe Baber is unwell and in hospital. He is comfortable and improving, but this may take time

17/18/091

To receive the Wiltshire Councillor's Report

The Grips and Drains need to be cleared. Cllr. Seed has taken this issue up with WCC.

The Clerk asked Cllr. Seed about the boundary changes. There may be a small effect on Poulshot. There are two different reviews, one for the Parliamentary area, the other for local elections.

More information can be read at <https://www.bce2018.org.uk/node/6489>

17/18/092

To receive a statement from Parishioner Mr. C Henwood: regarding the matter of several "cutting dumps" around the Village.

Mr Henwood explained to the audience that during his walks around the village he observes a number of ditches assumed to be part of a vital water course. Regardless of the maintenance responsibility of these ditches, the cost will ultimately be to the Parishioners (through Precept, Council Tax or Water Rates). He has noticed grass and hedgerow clippings and other matter dumped in piles in public spaces, along tracks and on the banks of the ditches. These number of sites have increased over the years. From the Green and Eastnell Lane, to, Sillington Lane, Hay Lane, The Broadway and Broad Lane, Barley Hill Lane, Poulshot Road, and two further piles on the Green.

The immediate impact is: Unsightly piles diminishing the beautiful environment, Blocks or silts up water courses and ditches. The long-term impact may be Local flooding, and a need for maintenance, with costs eventually falling to the parishioners. Mr Henwood thanked the Chairman for his work to remove the pile under the Cyprus tree on the Green. Mr Henwood also told the council that where he can identify people leaving material in an incorrect way, he has spoken to them to encourage them to do differently.

EM

Mr Henwood requested the Council consider arranging the removal of the piles. Encourage those parishioners choosing to cut verges and public spaces not to stop their efforts contribute to the beauty of the village but to: Leave the material to mulch, or remove the material, rather than dump it in piles, particularly near or in ditches. Additionally, to Re-publicise the Policy for the Green.

In response, BH asked that Mr Henwood provide a map of the offending areas. Cllr. Seed stated that classic ditch cleaning aids flood relief (with some major issues in the past not being repeated in recent times)

Action: EM Clerk to receive

a) a copy of Mr Henwoods statement for the record.

b) a copy of any map Mr Henwood can provide

c) distribute a) and b) to members

17/18/093

Public participation – for up to fifteen minutes, three minutes per person

Mr Tim Coleman wished to echo the comments from Mr Henwood but believes the issue is with Parishioners cutting areas of the Green. He asked if there was a contract in place to cut the whole Green (GC replied that the council has a contract but it was helpful for those wishing to cut small areas, difficult for contractors to cut well/easily, to continue and certainly not discourage). Tim Coleman also asked if the contract specified a frequency (GC replied, no, it is a number of times per year, as needed). GC also mentioned that the Council has met with the Village Trust, Cricket Club and Village Hall to discuss how the community can work better together to help with small areas of the village. These discussions are on-going

Mrs Gill Coleman told the council that the hedges on Barley Hill Lane are overgrown and causing Tractors and other plant to run on the verge, causing damage. Mrs Coleman has asked the land-owner (Hues) and GC, but nothing has happened GC has spoken to the land owner but no cutting has taken place yet, probably due to the busy farming season being a priority. GC will re-visit with the owner. Mrs Coleman asked that the PC talk to WCC about the verges. SWH expressed her thanks for the work done by the Parish Steward for the residents of Corn Close (verges).

	<p>Mr Jim Aldridge read a small statement expressing his regret at the resignation of Mr Mike Wilson</p> <p>Mr Phillip Piper, bought up the issues of the ditch near his home (6 The Green) and the home of Mrs Taplin. The Council explained that they have approached the Parish Steward for assistance but they are unable to work away from the Highway. Mr Piper requested that this issue be considered for budgeting next year. The Council will re-look into the ditch issue to assess what can be done without the help of the Steward. Cllr Seed will also discuss with Steward to see what options WCC have to assist</p> <p>Action: GC / SH GC - To talk to the land owner re Hedges on BHL</p> <p>SH - To talk to the Parish Steward to resolve the verges on BHL</p>	GC / SH
17/18/094	<p>Update on Higher Green Farm</p> <p>[***JS left the meeting]</p> <p>The Formal Consultation for the de-registration is ready to move forward; this will happen in the coming days.</p>	
17/18/095	<p>Planning matters – to receive those decisions notified and to consider applications received</p> <p>Action: EM To communicate to WCC Planning, the outcome from the PC of the three plans received</p>	EM
17/18/096	<p>Application – 17/06205/FUL (Lodge Farm – change of Use of Agricultural Building to B1 (Business) and B2 (General Industrial) Approved with Conditions.</p> <p>No Objections, No comments</p>	
17/18/097	<p>Application – 17/10184/FUL (Proposed Extension to approved log cabin, including all other associated works)</p> <p>No Objections, No comments</p>	
17/18/098	<p>Application – 17/09490/TCA (Work for Trees in a Conservation Area.</p> <p>No Objections, No comments</p>	
17/18/099	<p>To discuss and agree tree maintenance on the Green in line with the minutes from 6 September 2016. Item 16/17/054. [V]</p> <p>A plan for cutting all trees on the green had been prepared by the Clerk in 2016 but has not yet been approved by Council. Issues with overhanging trees potentially damaging buildings have been raised by two residents (Babers at Duke Farm, Bakers at 56 PRD). Emergency work has been carried out by the council on those near Duke Farm and last year on the Horse Chestnuts outside 44 The Grn (both removing branches over-hanging the properties).</p> <p>SH expressed that he did not think the Council should pay for cutting trees to alleviate residents' issues of over-hanging branches. In his recollection, the trees aligning the south side of the green near 56 Poul.Rd. were planted by the residents and it should be their responsibility to maintain. AB stated that the Council should maintain their own trees and not expecting residents to do it. Cutting one side of tree to stop branches over-hanging could misshape the tree, TJ agreed. The Council decided to place this item on hold pending the review of an Arborist who will be asked to produce a rolling, multi-year plan for all trees under the Council's ownership</p>	
17/18/100	<p>To review and agree the Arborist model report and expenditure of £700.00 on a 5 year rolling plan for tree work in the Green Gardens and Village Green. 7 March 2017. Item 16/17/116. [V]</p> <p>The Council has received multiple quotes for tree-plans ranging from £300 to £700. The £700 plan included all trees whereas the other quotes were for the GG only. The quote from Mr Harley of £700 was felt demonstrate the best value for money. [SH Proposed. AB Second. Agreed] Resolved That Mr W Harley's quote be accepted and the tree plan be carried out</p> <p>Action: EM to proceed with engaging the Arborist and producing a multi-year plan for the trees</p>	** EM

17/18/101	<p>To review/discuss and agree the Community Fund Application for £626.00 of matched funding for the improvements to footpath gates/stiles on Poulshot 6/7". [V]</p> <p>The Community Fund panel had reviewed Mr Coleman's application. The panel approved the request and passed to the Council.</p> <p>The Council asked Mr Coleman to explain whether the recent changes in WCC granting policy had been considered (where requests such as this, for less than £1000, do not require match funding). Mr Coleman explained that, having been made aware during the last few days, he has re-approached the MAB for review.</p> <p>The Council felt that approving the request was prudent, but to hold any monies to allow Mr Coleman time to explore if any more assistance can be received from WCC/MAB</p> <p>[TJ Proposed. SH Second. Agreed] Resolved To approve a Community Fund grant of up to £626 to support the funding request</p>	**
17/18/102	<p>To review/discuss and agree the Community Fund Revised Draft Terms of Reference document. [V]</p> <p>TJ presented the changes made and agreed by the Community Fund panel. SH expressed that the wording should say that ALL applications should, post review, be presented to the Council as the have been previously.</p> <p>TJ suggested additional wording to Point 20 of the revised terms to add "All rejected applications will be referred to the Council"</p> <p>[TJ Proposed. BH Second. Agreed] Resolved That V6 of the Community Fund Panel ToR be accepted subject to the amendment to Point 20 to add "All rejected applications will be referred to the Council" to be V6.1</p> <p>Action: TJ Add amendment text and to release a V6.1 of the ToR.</p>	** TJ
17/18/103	<p>To review and discuss the poor, bordering on dangerous, state of the roadside footpath from Belle Vue Farm down to Mill Lane and the road safety issues reported in front of Planks Dairy.</p> <p>SH told the council that Wilts CATG has only £8000 to spend this year. Work is needed near Belle View Farm (where the tarmac is lower than the curb and some footpaths are in a state of disrepair. It was suggested by SWH that people make more use of the My Wiltshire App to report issues. Additionally, letters could be written to Clr. Seed. All would help raise the profile of the issue.</p> <p>SH is talking to WCC regarding the area outside of Planks Dairy</p>	
17/18/104	<p>To agree the use of the Green for the Vintage Car Evening proposed to be held on Wednesday 20th of June 2018. [V]</p> <p>The council supports the Vintage Car Evening</p> <p>[AB Proposed. SWH Second. Agreed] Resolved That use of the Village Green be used for the Vintage Car Evening on June 20th 2018</p> <p>Action: EM To write to Mr Day to inform him of the approval</p>	** EM
17/18/105	<p>Explanation of the roles assigned to individual councillors by chairman, and formal adoption of the policy (version 4) chart. [V]</p> <p>BH remarked that more work was needed on the document produced by Mr Wilson. SH said it was a good idea but too complicated</p>	
17/18/106	<p>Original Motion. Individual councillors within Poulshot Parish Council have been assigned responsibility for certain subjects. It is their role to investigate and report back to the council on those subjects. They will also act as the first point of call on that subject for members of the public.</p> <p>No vote taken. More work needed.</p>	
17/18/107	<p>Original Motion. The roles and responsibilities are outlined in a chart current version 4.0, this will be published on the web pages and in the magazine. Changes to roles and responsibilities will be updated on the chart and re-published.</p> <p>No vote taken. More work needed.</p>	

17/18/108	<p>Discuss report from Cllr MW regarding the format of works schedule. Consideration of Statutory operators working on the Village green or Parish owned Lands.</p> <p>The council felt that more work was needed before these motions could be acted upon</p>	
17/18/109	<p>Original Motion. The Council should write to all the utilities including a map and pointing out that they need permission in the form of a Wayleave to do anything, and they need permission put vehicles on the green. They should always give us notice and a specific date.</p> <p>No vote taken. More work needed.</p>	
17/18/110	<p>Original Motion. To adopt two written policies regarding Parish Land. [V]</p> <p>No vote taken. More work needed.</p>	
17/18/111	<p>Original Motion. Where possible all utility services should be asked to review their installations and be encouraged to reduce the visual impact of any infrastructure. [V]</p> <p>No vote taken. More work needed.</p>	
17/18/112	<p>To receive an update on prior Actions by the Council.</p> <p>No prior actions discussed</p>	
17/18/113	<p>To consider correspondence and circulars received.</p> <p>Information was received on the funding changes for the MAB. This was discussed during 17/18/101.</p>	
17/18/114	<p>To review disbursements made since the last meeting and to sign those presented at the meeting.</p> <p>Cheques written before the meeting: (590) Wiltshire Council PIGS grant matching funds for Community Fund - £333.00</p> <p>Cheques written at the meeting (591) Payment for Emergency pruning of Walnut Tree - James Collett - £336 (592) Payment for 16/17 Ext. Audit Grant Thornton - £120 (593) Payment for Comm. Fund. Hall Hire Poulshot Village Hall - £24 (594) Payment for PPC Hall Hire Poulshot Village Hall - £96 (595) Payment for Cllr. Training WALC - £245.4 (596) Payment for 1xBook WALC - £14.99 (597) Payment for 2 futher books WALC - £29.98</p>	
17/18/115	<p>To Discuss Items of maintenance</p> <p>SWH raised the issue with the gate to the Village Hall area. GC said he would take a look and try to effect a repair</p> <p>Action: GC To take a preliminary look at a repair</p>	GC
17/18/116	<p>To Agree Key messages</p> <p>Information on the Grass Cutting and Ditches (from 17/18/092) New PCSA (Maggie) and news of Shed break-ins and fake callers. Add her contact details to the magazine Mr Mike Wilson's resignation, an expression of thanks for his time and information on the next steps for replacement Broadband update</p> <p>Action: EM Clerk to write and release Key Messages to the Parish Magazine</p>	EM