

POULSHOT PARISH COUNCIL
PARISH COUNCIL MEETING 5 MAY 2015, 8.15PM
THE VILLAGE HALL, POULSHOT
MINUTES

Present: Councillors: Mr G Collett (Chairman); Mr A Baber; Mr T Coleman; Mr B Hamilton; Mr S Housby; Mr T Nixon.

Apologies: Mr N Hunloke; Mr J Seed (WC).

Also present: 12 members of the public; Mr P Baxter (Clerk).

ACTION

15/16/001 Election of Chairman

Cllr Baber proposed, seconded by Cllr Housby, and **agreed** by all that Cllr Collett be Chairman for the ensuing year.

15/16/002 Election of Vice Chairman

Cllr Nixon proposed, seconded by Cllr Hamilton, and **agreed** by all that Cllr Housby be Vice Chairman for the ensuing year.

15/16/003 Declarations of interest

Cllr Hamilton declared a non-pecuniary interest in a planning item.

15/16/004 Minutes of the last meeting

The Minutes of the last meeting were **agreed** and signed by the Chairman.

15/16/005 Chairman's announcements

The Chairman noted that updates had been given in the preceding Annual Parish Meeting on the Solar Park and on flooding. The Green had had its first cut of the season, and some public events were planned for later in the year.

15/16/006 Public participation

Concern was expressed for the prevalence of dandelions both in the recently planted wildflower area and on The Green generally. The Chairman responded that the Council would discuss the issue at a later meeting. The cleaning of the playground equipment outside the Village Hall would be an item for the next meeting.

15/16/007 Wiltshire Councillor's report

There was none.

15/16/008 Review of Annual Parish Meeting

No matters requiring the Council's attention were raised.

15/16/009 Village Green draft policy consultation

Cllr Housby noted that the draft document brought some clarity to a wide range of applicable legislation and regulation. It should eventually enable a consensus view to be formed on interpretation of these rules, without being authoritarian. Both Cllr Housby and Cllr Coleman welcomed the constructive comments made by so many respondents. Cllr Baber considered that the document should concentrate on the management of the tracks only. Cllr Housby proposed, seconded by Cllr Coleman, with all **agreed** that the Working Group convene again to review the responses, and suggest alterations to the document for further consideration by the Council at its July meeting.

15/16/010 Community Fund Panel report

Cllr Housby, Panel Chairman, reported on progress with developing a strategy for managing the fund and development of a grant application form and guidance. Once agreed, these would be placed on the website for future reference. No further meetings would be held until the Fund had been paid over by the Solar Park company. Mrs Coleman had volunteered to take notes at Panel meetings.

15/16/011 Review of Standing Orders and Financial Regulations

The Clerk explained that Standing Order 3L had been suspended mid-year with a change in legislation regarding the filming and recording of meetings. The Clerk set out a recommended form of words to replace item 3L as:

Reasonable facilities will be provided for photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means provided that there is no disruption to the meeting and children, vulnerable persons and non-participating members of the public who actively object are not filmed. Those causing disruption may be excluded from the meeting.

Cllr Housby proposed, seconded by Cllr Coleman with all **agreed** that the wording be inserted. No other changes to Standing Orders or Financial Regulations were made.

- 15/16/012 Review of nominations to external bodies**
The Clerk advised that the Council was usually represented at Area Board and Community Area Traffic Group meetings. Cllr Coleman advised that he would no longer be available. It was **agreed** that the Clerk would circulate meeting details as they arise to all Members and seek attendance by any Member available.
- 15/16/013 Review of membership and subscriptions to other bodies**
It was **agreed** that membership of Community First and the Wiltshire Association of Local Councils would continue. It was also **agreed** that the Council should subscribe to Parish Online for GIS mapping capability. Cllr Housby proposed, seconded by Cllr Coleman that the Council continue membership of Open Spaces. On being put to the vote 3 were for, 1 against, and 2 abstained, the motion being carried.
- 15/16/014 Health & Safety policy**
The Chairman signed the Health and Safety Policy Statement for 2015-16.
- 15/16/015 Freedom of Information Policy**
The Policy was reviewed with no changes.
- 15/16/016 Complaints Policy**
The Policy was reviewed with no changes.
- 15/16/017 Assets Register**
The Clerk presented a revised Assets Register which was **agreed**.
- 15/16/018 Review of Insurances**
The Chairman advised that he had received an unsolicited quotation from Aon and presented it to the Clerk. The Clerk noted that it merited comparison with the renewal invitation received from Community First. It was **agreed** that the Chairman and Vice Chairman would, together with the Clerk, have delegated authority to review the options available and make an informed decision, ensuring the premium was paid before 1 June.
- 15/16/019 Financial Statement for year 2014/15**
The Responsible Financial Officer presented a report and accounts for 2014/15, which was **noted**.
- 15/16/020 Budget 2015/16**
The Responsible Financial Officer presented a revised budget for 2015/16, taking into account more recently known cost pressures and opportunities. It was **agreed** that some of the allocation for administrating the Community Fund could be reallocated for Training, the remainder supporting the Reserves requirement. The RFO undertook to modify the budget and circulate for information.
- 15/16/021 Internal and External Audit**
The Responsible Financial Officer reported that the Internal Auditor had returned the accounts with no actions arising, and had signed the certificate for the External Auditor. The Council conducted its annual governance review and it was **agreed** that the Chairman sign the relevant Statements on the Annual Return.
- 15/16/022 Dates and times of Ordinary meetings of the Council**
It was **agreed** that the Council would continue to meet on the first Tuesday of alternative months, at 7.30pm in the Village Hall.
- 15/16/023 Planning matters**
The following decisions were reported:
15/01384/TCA 36 The Green - tree works;
15/01594/TCA 72 The Green - tree works;
15/01855/TCA 29 Townsend – fell poplar tree in driveway, next to beech tree in SE of site;
15/02305/TCA 6 The Green – tree works;
All approved with no objections.
The following application was considered [Cllr Hamilton did not participate]:
15/03928/FUL Higher Green Farm – single storey extension;
Supported with conditions for the siting of builders’ materials and welfare facilities within the site curtilage, and that any damage arising to The Green be reinstated.
The Clerk also reported that parties concerned with Stansfield Cottage had been served enforcement notices by Planning Officers, concerning ongoing building works at the site.

PB

PB

15/16/024 Dog fouling in publically accessible places

Cllr Coleman reported a continuing problem in the Green Gardens, although the issue was also relevant on The Green and on rights of way. Police had been informed that signage had been damaged. It was **agreed** that signs on The Green should be avoided, and that education was part of the solution. Offenders can be reported to the Wiltshire Council Dog Warden.

15/16/025 Events on The Green

The Clerk reported receipt of requests for the annual Carriage Drive and for the Shire Horse holiday event to take place on The Green. Both were approved with conditions that parking on The Green may not be appropriate in inclement weather, and that any damage to the surface must be repaired.

15/16/026 Snow planning

The Clerk reported receipt of an invitation from Seend Parish Council to contribute to the costs of procuring a salt/grit spreader for use in surrounding parishes. The Council **agreed** to decline the offer, with local resources deemed to be sufficient for likely need.

15/16/027 Disbursements

The following payments were authorised:

Chq	£
504 J S Weeks (audit)	108.00
505 Wiltshire Council (pathway contribution)	700.00
506 WALC (subscription)	127.01
508 P Baxter (expenses)	26.50

(Chq 507 held pending review of Insurance renewal)

15/16/028 Correspondence and circulars received

The Clerk reported receipt of a letter from Mr Reader commenting on the mowing of verges, which he has been undertaking voluntarily outside his property. The Clerk had responded.

15/16/029 Date of next meeting

The next meeting was **agreed** for 7 July 2015 at 7.30pm in the Village Hall.

15/16/030 Items of maintenance

There were none.

15/16/031 Administration of the Council

It was **agreed** that should it not be possible to appoint a new Clerk in the short term, the Council's agenda and minutes would be managed by Cllr Coleman, website and emails by Cllr Housby, planning applications by Cllr Baber, and finance by Cllr Hamilton.

15/16/032 Key messages

Cllr Coleman undertook to write the next village magazine article, with items on the Village Green consultation, dog fouling, the two public events planned, and the retirement of the Clerk. A vote of thanks to the retiring Clerk was proposed by Cllr Housby and **agreed**.

TC

The meeting closed at 10.25pm

Signed Chairman, 7 July 2015