

**MINUTES OF THE
FULL COUNCIL MEETING
HELD IN THE VILLAGE HALL
TUESDAY 28TH JULY 2026 AT 7.30 PM**

PRESENT: Cllr Mike Davis (Chairman)
Liz Bissett (Vice Chairman)
Cllr Tim Hues
Cllr Claire Church
Cllr Chris Dyke
Cllr Frances Nixon
Cllr Tamara Reay (Wiltshire Council) *(left 20.04)*

OFFICER: Jeannette Young (Clerk)

PUBLIC PARTICIPATION: 2 members of the public were in attendance.

- A comment was received from a member of the public, concerning parking in the bus stop at the far end of the village by the new Townsend Farmyard development. It was very tight for vehicles to drive past so was suggested that maybe double yellow lines are applied for if this becomes an issue. - Members agreed that this was something that should be investigated if it becomes a reoccurring issue in the future.
- A Member of the village Trust offered thanks for the ordering of the skip that would be filled with weeds from the Village Pond. The working group plan to meet on the 14th/15th August to carry out this task. The group along with community volunteers from Ball Areocan, have been busy sanding and oiling the benches, with a couple left to do. Working with these volunteers, there are also plans to tidy up the Green Gardens soon. The question was asked if there were any plans to deal with the willow tree that seems to be a contributory factor of the pond drying up. - Members stated this could be considered when the contractor for the next phase of tree maintenance was confirmed.
- Also mentioned was the frustration at the delay of being able to start the Speed Watch for the Village. It appears that the Police are not in any haste to come and do the mandatory H&S risk assessments needed to permit the use of the equipment.

POULSHOT PARISH COUNCIL

32/26/27 Apologies

No Apologies were received; all Members were present.

33/26/27 Declarations of Interest

There were no declarations of interest declared.

34/26/27 Minutes

It was proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY RESOLVED to confirm the Minutes of the Annual Meeting of the Parish Council held on 12th May 2026 as a true record. The Minutes were duly signed by the Chairman, Cllr Davis.

35/26/27 Chairman's Announcements

- Congratulations to Cllr Nixon who got married recently.
- Village Fete went ok although it was very hot
- The grass on the Green has obviously not been growing in this heat, but I think we will wait until later in the year before contacting the contractor about lack of need to cut.

36/26/27 Update from Wiltshire Councillor Tamara Reay

- **Waste Booking System** – This system is being started in September despite lots of negative comments on social media I continue to ask for the evidence on why a booking system is deemed necessary, but as of yet have received no answers. With regard to the site closures of Lower Compton Bassett and Purton, these sites will remain open until the Councils preferred site at Royal Wotton Bassett, is approved and open.
- **Planning** – Changes to the Government's planning system will come into effect in **October 2026** following reforms to the planning consultation process. Under the new arrangements, councillors will no longer be able to "call in" planning applications for developments of **nine homes or fewer**, or for **small commercial developments**, to be determined by the Planning Committee. Instead, these applications will be decided solely by Planning Officers. Councillors will still be able to request that larger planning applications are referred to the Planning Committee, although such requests will be considered against the new criteria before a decision is made. In practical terms, this means that for applications involving **nine or fewer homes**, neither councillors nor members of the public will have the opportunity to speak at a Planning Committee meeting. As is currently the case, the public will still be able to submit comments, either in support of or objecting to a planning application, during the consultation period. These written representations will form part of the planning officer's assessment when determining the application.

POULSHOT PARISH COUNCIL

- **Annual Canvas of Electoral Role** – When received, please complete as soon as possible.
- **Wiltshire Council Adult Social Care Survey** - Wiltshire Council is inviting residents to help shape the future of adult social care by sharing their views through a public survey. The survey closes on 17 August, so there is not long left to have your say.
- **National Grid** - A reminder that the National Grid Community Grant Programme remains open for applications until the project is completed. The next window will open in July 2026. - Cllr Reay to send the email to Cllr Bissett.
- **Speed Watch** – It was explained that the Community Speed Watch group is currently unable to begin operating because the mandatory police risk assessment has not yet been completed. The volunteers have completed all of their required training and are eager to start. – Request was made to Cllr Church to email the details of her police contact.

37/26/27 Planning

No planning application have been received however the following Planning decisions were considered and **NOTED**.

Reference:	PL/2026/02402 - Notification of proposed works to trees in a conservation area
Site Location:	52 THE GREEN, POULSHOT, DEVIZES, SN10 1RT
Proposal:	T1 T2 Cherry - Reduce crown by up to 2m and shape to leave in good form. To abate a nuisance, excessive shading.
Decision Date:	19 May 2026
Decision:	No Objection

Reference:	PL/2026/03077 - Notification of proposed works to trees in a conservation area
Site Location:	ST PETERS CHURCH, POULSHOT, SN10 1SB
Proposal:	3 Lime trees - Fell because wall has fallen down and needs foundations where roots are.
Decision Date:	18 June 2026
Decision:	No Objection

Reference:	PL/2026/03247 - Householder planning permission
Site Location:	8 Aubreys Yard, Poulshot, Devizes, SN10 1FJ
Proposal:	Installation of timber garage door
Decision Date:	9 July 2026

POULSHOT PARISH COUNCIL

Decision:	Approve with Conditions
Reference:	PL/2026/03410 - Notification of proposed works to trees in a conservation area
Site Location:	BROADWAY HOUSE, BARLEY HILL LANE, POULSHOT, DEVIZES, SN10 1RS
Proposal:	1 x mature Plane tree and associated saplings - fell
Decision Date:	6 July 2026
Decision:	No Objection

38/26/27 SSE Wayleave – (Wessex Water Pumping Station)

The wayleave plan showing the proposed works requiring consent was considered alongside the Wayleave consent form. Members also discussed the proposed yearly £4. for 20 years or a one-off wayleave payment of £80. It was then proposed by Cllr Bissett, seconded by Cllr Dyke, and **UNANIMOUSLY RESOLVED** that the Chairman be authorised to sign the Wayleave consent form, granting consent to Southern Electric Power Distribution to install underground cables beneath the Village Green, as indicated by the green line on the submitted plan, and to accept the one-off wayleave payment of £80.

39/26/27 Openreach Permission

Openreach requested permission to provide services to 52a The Green, Poulshot. To facilitate the connection, the company required access to the underground ducting within the Village Green. Following clarification of the proposed location of the works, it was proposed by Cllr Bissett, seconded by Cllr Church, and **UNANIMOUSLY RESOLVED** that the Chairman be authorised to sign the Openreach permission form, granting permission for the company to break ground on the Village Green and install ducting to enable the provision of services to 52a The Green.

40/26/27 Information and Technology Policy

Following the recommendation from the internal auditor, Members considered the new Information and Technology (IT) policy, it was then proposed by Cllr Davis, seconded by Cllr Bissett and **UNANIMOUSLY RESOLVED** to approve and adopt the new IT Policy.

41/26/27 Privacy Notice for Staff, Councillors and Role Holders

Members considered the new Privacy Notice and after it was explained it would also cover any future role holders paid or volunteers, it was proposed by Cllr Davis, seconded by Cllr Bissett and **UNANIMOUSLY RESOLVED** to approve and adopt the new Privacy Notice for Staff, Councillors and Role Holders.

POULSHOT PARISH COUNCIL

42/26/27 Ditch Maintenance

Following a request from a resident that the ditch by their property be cleared of roots so water can drain properly, it was clarified where the ditch in question was. Concern was raised over a member of the public offering to clear the ditch, which led to the Chairman stating that he would speak to the person in question and ask them not to do any clearing of any ditches. It was then further agreed that Cllr Bissett would contact the Parish Steward to see if they could help with clearing the vegetation.

43/26/27 Neighbourhood Plan – Terms of Reference for Steering Group

Members held a constructive discussion, with reference to the information previously provided by Community First. Concerns were expressed regarding an earlier attempt to produce a Neighbourhood Plan, which had not progressed due to disagreements among residents and differing views held by previous Members. Members also expressed some unease about the potential expectation that the Parish Council would identify locations where future development might be considered acceptable within the village.

It was clarified that the establishment of a Steering Group represented only the initial stage of the process. Once formed, the Steering Group would act in an advisory capacity, making recommendations to the Parish Council only. It would have no decision-making powers and no authority to commit or spend Parish Council funds. The Group should be made up of residents and Members, with the residents' positions advertised with a role description.

It was therefore proposed by Cllr Bissett, seconded by Cllr Nixon and

RESOLVED to approve and adopt the Neighbourhood Plan Steering Group Terms of Reference with 3 Members membership being Cllrs Bissett, Nixon and Davis and 2 Non member positions to be filled by residents, these positions to be advertised in the Poulshot News, and Facebook page, all applications to be considered and voted on (if more than 2) at the next meeting in September.

44/26/27 Councillors Updates

- **2nd Phase of Tree Maintenance Quotes**– Cllr Davis apologised for not getting these quotes and stated that he would endeavour to supply the 3 necessary quotes ready for the next meeting in September. He also confirmed that all works should be carried out in the winter months when trees are in their dormant state and there are no nesting birds.
- **Bus Stop Shelter** – Cllr Dyke reported that, due to a high workload during the summer months, he had been unable to make progress with the bus shelter project. He advised that he intended to resume work on the project once the summer period had passed.
- **Speed Indicator Device** –Cllr Church explained that the speed data from the Speed Indicator Device (SID) must be downloaded using her laptop. She also reported that a large van had recently been parked in front of the SID post, which could obstruct the device's operation when it is relocated. Members agreed to speak with the owner of the van regarding the matter.

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Cllr Church further suggested that the Parish Council consider the purchase of a second SID. Members responded positively to the proposal and agreed that the matter should be included on the agenda for the next meeting.

45/26/27 Quotes for Internal Auditor

Members expressed disappointment that no responses had been received from the four local auditors approached to provide quotations for the annual audit of the Parish Council's accounts. There was discussion regarding the previous auditors, who had submitted a quote and Members considered that the quotation received represented good value for money. It was also noted that the previous auditors had experience in auditing local authority accounts, including both financial and governance matters. It was therefore proposed by Cllr Bissett, seconded by Cllr Nixon, and **UNANIMOUSLY RESOLVED** to appoint Mulberry Local Authority Services Ltd (Mulberry LAS) as the Parish Council's internal auditor for a three-year period, accepting their quotation based on a fixed hourly rate of £80 plus VAT for the duration of the contract.

46/26/27 Exercise of Public Rights

Following the publication of the Notice of Exercise of Public Rights for the inspection of the Parish Council's accounts, covering the period from Wednesday 3 June 2026 to Tuesday 14 July 2026, Members **NOTED** that no requests had been received from members of the public to inspect the Parish Council's accounts.

47/26/27 Footpath Survey Payment

Members considered an invoice from Wiltshire Council requesting payment of the Parish Council's 25% contribution towards the cost of a feasibility survey for a proposed footpath linking the village to the dual carriageway.

Following discussion, Members referred to comments made at a recent Wiltshire Council Local Highways and Footway Improvement Group (LHFIG) meeting, where it was stated that no funding was currently available to deliver the project. Members also noted the meeting record, which stated: *"PW warned that such a scheme may not meet the criteria for a substantive bid when the cost/benefit is considered."* (link [Devizes LHFIG 11TH JUNE 2026 NOTES.pdf](#))

Considering this information, and the verbal statement made at the meeting that Wiltshire Council would not be a position to fund the footpath, Members concluded that it would not represent good value for money to contribute towards the cost of a feasibility survey when there was no realistic prospect of the project progressing at the present time. It was therefore proposed by Cllr Davis, seconded by Cllr Bissett and **UNANIMOUSLY RESOLVED** to inform Wiltshire Council's Local Highways and Footway Improvement Group (LHFIG) that the Parish Council would not be supporting the feasibility survey for a footpath from the village to the A361 due to the warning from LHFIG that the footpath scheme would not meet the criteria for a substantive bid.

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48/26/27 Finance Report and Bank Balances

The data entry error May's 2026 was **NOTED** and the fact that the error did not change the values of:-

Total Funds = £182,178.94 (May)

Parish Accounts = £60,084.75(May)

Community Fund = £122,094.19 (May)

Members then further received and noted the report for June (up to 18th July), showing balances of.

Total Funds = £182,783.99 (June-July)

Parish Accounts = £57,833.61 (June – July)

Community Fund = £124,950.38 (June - July)

49/26/27 Financial Expenditure

Members considered the expenditure report. It was noted that, although several invoices relating to the Village Hall remained outstanding from September 2025 onwards, payment had not been made because the Parish Council had not received the invoices. Members suggested that the Chairman speak directly with the Chairman of the Village Hall to resolve the matter and ensure that any outstanding invoices were submitted. Members also discussed the Parish Council's current payroll provider. It was noted that the service represented good value for money, particularly in comparison with other providers with which Members had experience, which were considered to be more expensive. Members agreed that the Parish Council should continue to use the existing payroll provider. It was therefore proposed by Cllr Bissett, seconded by Cllr Church and **UNANIMOUSLY RESOLVED** to re-approve the amended expenditure report for May, and June (up to 18th July), showing payments of £21,582.87 and credits of £22,855.84 for May 2026 and payments of £3,586.32 and credits of £2.00 for June – July 2026, and to further agree to continue to use Charlton Baker as the Parish Councils pay role provider.

50/26/27 Motion Without Notice

At 9.02 pm, a motion without notice was proposed by Cllr Davis, seconded by Cllr Bissett, and **UNANIMOUSLY RESOLVED** that, due to the nature of Agenda Item 19, *Unregistered Land and Unauthorised Parking on the Village Green*, the meeting should move into Part II (Confidential Session).

Accordingly, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from the meeting during consideration of this item on the grounds that it involved the likely disclosure of confidential information.

51/26/27 Unregistered Land and Unauthorised Parking on the Village Green.

Further to previous discussions, the minutes of the previous meeting and the accompanying briefing note were considered.

POULSHOT PARISH COUNCIL

52/26/27 Date of Next Meeting

After concerns were raised about the date of the next meeting and it being quorate, it was proposed by Cllr Bissett, seconded by Cllr Davis and **UNANIMOUSLY AGREED** to cancel the meeting for the 8th of September 2026 and rearrange it for the 22nd September 2026.

Meeting Ended at 21:26

.....Date.....

GRANT APPLICATION FORM

If you are completing this form by hand, please complete all sections using black ink to enable this form to be photocopied.

Name of Organisation:	Poulshot Bonfire Night													
What does your organisation do?	Hosts an evening for the village to celebrate Bonfire night, this includes a bonfire , fireworks and refreshments.													
When was your organisation formed?	The event has been running for over 20 years with the help of volunteers but has become a village council working group since 2025. Known as ' Fireworks event working group'													
Is your organisation a registered charity? If yes, please give charity number:	No													
Briefly describe the project or purpose for which you require a grant and its link to the community or residents of Poulshot:	We use the money from the grant to purchase fireworks and refreshments for the evening; we raise money through donations on the night and donate the money raised back to the parish fund. We provide a night of entertainment and fun for the whole community.													
Approximately, how many people in the parish do you expect to benefit from this project?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Age groups</th> <th style="width: 50%; padding: 5px;">Number Benefiting</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Under 18</td> <td style="padding: 5px;">10</td> </tr> <tr> <td style="padding: 5px;">18-35</td> <td style="padding: 5px;">15</td> </tr> <tr> <td style="padding: 5px;">36-50</td> <td style="padding: 5px;">10</td> </tr> <tr> <td style="padding: 5px;">50+</td> <td style="padding: 5px;">15</td> </tr> <tr> <td style="padding: 5px;">Special or minority groups (please specify)</td> <td style="padding: 5px;">The elderly.</td> </tr> </tbody> </table> Total.....50 estimated.....		Age groups	Number Benefiting	Under 18	10	18-35	15	36-50	10	50+	15	Special or minority groups (please specify)	The elderly.
Age groups	Number Benefiting													
Under 18	10													
18-35	15													
36-50	10													
50+	15													
Special or minority groups (please specify)	The elderly.													

Group Analysis for Benefit. Under which category you would like your application to be considered?	☐ Community Events ☐ ☐ ☐ ☐
What is the identified benefit of your proposal?	Village entertainment and fun.
What size of grant are you seeking? <i>(The Council cannot make a determination if the amount is not indicated)</i>	£ 700
What is the total cost of the project for which you are seeking a grant? <i>(Please include budget)</i>	£ 700
If you are not applying for the full amount, please specify where the remaining funds will come from.	na
Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation? <i>(including Local Authorities)</i>	No

If YES. Please give the following details: Please include details of all applications both successful and unsuccessful.	Organisation- Purpose- Successful (Y/N Amount Received £
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Please give details of your organisation's own fund-raising efforts:	Every year we host this event and the community donates towards their evening and refreshments. The donations raised on the evening are gifted back in to the fund.
When do you intend your project to start?	07/11/2026
How will you measure the success/benefit of your project?	It Is highly successful year after year by reputation. We will measure its success by how many people attend and how many donations are received.
Is your organisation part of, or affiliated to, any national organisation? If yes, please give details:	No
Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)	

Have you previously received, or applied for a grant from Poulshot Parish Council?	Yes
If yes, please give details of amount(s), year(s) and purpose :	Last years event for the bonfire and fireworks night of £600 was applied for and granted.

If applicable, please include a brief statement about your safeguarding arrangements and how you keep people safe. You should supply a copy of your Safeguarding Policy and Procedures where you are working with children or vulnerable people. <i>(We reserve the right to receive two references for grant applications involving children and young people and we reserve the right to make checks with safeguarding at Wiltshire Council).</i>	We have completed a full health and safety assessment of the night. We have additional volunteers to help on the night including First aiders.
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Please note that if the grant is to be used to purchase costly equipment a statement will be requested confirming insurance of such equipment.



24th February 2027

Stockers
Poulshot Road
Poulshot
Devizes
Wiltshire
SN10 1RQ

Trust Headquarters

Abbey Court
Eagle Way
Exeter
Devon
EX2 7HY

Tel: 01392 261500

Fax: 01392 261510

Website: www.swast.nhs.uk

Dear Claire,

Formal gifting of defibrillators and cabinets following ending of Memorandum of Understanding (MoU) with South Western Ambulance Service

Following your decision for Poulshot Parish Council to take ownership and responsibility for the defibrillators and cabinets in your possession from South Western Ambulance Service that have been provided to you as part of a supported package under an MoU, I am pleased to advise this letter confirms the formal gifting of these to you.

When the MoU ends on 24th February 2027, Poulshot Parish Council will take ownership and full responsibility of the equipment and its future supplies and maintenance.

As previously indicated, to be gifted the equipment you have agreed the following:

- Poulshot Parish Council will be the named new owner and take full responsibility for the equipment. Claire Church and Sharon Kirwan have signed this formal gifting letter to confirm the transfer of ownership.
- The equipment will no longer be owned or supported by South Western Ambulance Service.
- The equipment is no longer in warranty by the manufacturer and if it had remained in our ownership, we would be removing it from service due to this.
- Poulshot Parish Council will be the owner of the equipment and will be fully responsible for any further needs, updates, repairs, or replacements.
- The supported defibrillator package has ended and SWASFT will not provide training, pads or batteries moving forward.
- If you wish to keep the defibrillator/s registered on the 999 system to be allocated in an emergency, you will need to go online and 'claim' your defibrillator/s on The Circuit (www.thecircuit.uk) and arrange for a suitable guardian to regularly inspect and report on them.
- You have been offered the option of returning the equipment to South Western Ambulance Service at the end of the term as per section 1.4 of the MoU but have opted for it to be formally gifted to you.

The equipment being formally gifted is:

Chair: Richard Crompton
Chief Executive: Dr John Martin KAM FCPara



The Prompt Payment Code



- Cardiac Science G5 defibrillator at Poulshot – The Raven Public House including currently installed battery and pads, with protective pouch and rescue ready kit. Also, the heated and lit cabinet housing the defibrillator.
- Cardiac Science G5 defibrillator at Poulshot – Townsend Farm including currently installed battery and pads, with protective pouch and rescue ready kit. Also, the heated and lit cabinet housing the defibrillator.
- Cardiac Science G5 defibrillator at Poulshot – Village Hall including currently installed battery and pads, with protective pouch and rescue ready kit. Also, the heated and lit cabinet housing the defibrillator.
-

If the future contact details for the defib(s) listed above differ from the name and address at the top of this letter, please give amended details below:-

Name:

Email:

Tel:

Signed:

Signed: Sharon Kirwan

Date:

Date: 24/2/2027

In future, to purchase replacements and spares for your defibrillators, search for 'Cardiac Science G5' in your web browser to find online stores and visit www.zoll.com/UK for product user guides, manuals and for technical support.

For any general queries or advice relating to your equipment or for any support with registering with The Circuit, please do not hesitate to contact me using the contact details below.

Yours faithfully,

Sharon Kirwan
Community Engagement and Training Officer - BSW

Sharon.kirwan@swast.nhs.uk
07717 720354



Trust Headquarters

Abbey Court
Eagle Way
Exeter
Devon
EX2 7HY

Tel: 01392 261500

Fax: 01392 261510

Website: www.swast.nhs.uk

Chair: Richard Crompton
Chief Executive: Dr John Martin KAM FCPara



The Prompt Payment Code



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Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

POULSHOT PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

12/05/2026

and recorded as minute reference:

24/26/27 • 3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

W. Brown
Jennette Young

Section 2 – Accounting Statements 2025/26 for

POULSHOT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	137,102	142,356	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	14,800	15,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,214	54,833	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,622	4,832	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9,138	25,498	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	142,356	181,860	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	142,356	181,860	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	10,619	10,619	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	YES		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

03/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

12/05/2026

as recorded in minute reference:

24/26/27.5

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Poulshot Parish Council – WI0187

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

21/08/2026

Account Balance - 16 Sep 26

	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals
Bank Balances Last Meeting (16 Jul 26)	£8,927.63	£48,905.98	£37,140.45	£87,809.93	£182,783.99
Movement since last meeting	-£1,435.92	£41.55	£31.55	£0.00	-£1,362.82
Resulting Balances	£7,491.71	£48,947.53	£37,172.00	£87,809.93	£181,421.17
Bank Balances	£7,491.71	£48,947.53	£37,172.00	£87,809.93	£181,421.17
Creditors	£105.45	£0.00	£0.00	£0.00	£0.00
Debtors	£0.00	£0.00	£0.00	£0.00	£0.00
Balances	£7,386.26	£48,947.53	£37,172.00	£87,809.93	£181,315.72
Parish Accounts		Community Fund			
£181,315.72		£56,333.79		£124,981.93	

Transaction Approval as reported at Full Parish Council Meeting

Minute Reference:

Signed:

Chair

Other Finance Member

Dated:

Transactions Since Last Meeting

Ser	Date Bank Statement	Invoice Date	Details	Invoice Number	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
46	03-Aug-26	03-Aug-26	SERVICE CHARGES REF : 491775883		Financial Services	PAY	PV/27/037		£4.25	
47	03-Aug-26		WATER2BUSINESS 1038012101		Water Bill (Allotments)	DD	PV/27/038		£91.68	
48	03-Aug-26	31-Aug-26	JEANNETTE YOUNG 600000001811363373 PAYJULEXPJUN26 208458 10 02AUG26 08:49	Salary	Staff Costs	FPO	PV/27/039		£256.78	
49	04-Aug-26	31-Aug-26	JEANNETTE YOUNG 600000001811363373 PAYJULEXPJUN26 208458 10 02AUG26 08:50	Expenses	Expenses incl VH Hire	FPO	PV/27/039		£10.00	
50	06-Aug-26	30-Sep-26	RUSSELL N&M INV ALOT-RUS-2526 572334438151608001 403207 10 06AUG26 15:18		Allotment Rents	FPI	RV/27/003	£25.00		
51	07-Aug-26	30-Sep-26	NICOLA NOLAN ALOT-NOL-2526 02859516954389421 070116 10 07AUG26 18:34		Allotment Rents	FPI	RV/27/004	£30.00		
52	10-Aug-26	01-Aug-26	TALKMOBILE 103984662AE53CED		Subscriptions	DD	PV/27/040		£4.95	
53	11-Aug-26	30-Sep-26	HAWKINS J & SC ALOT HAW 2526 60062011046047000N 523027 10 11AUG26 06:20		Allotment Rents	FPI	RV/27/005	£50.00		
54	11-Aug-26	25-Jul-26	CHARLTON BAKER LTD	INV-98463	Payroll Service Fee	SO	PV/27/041		£20.00	£3.33
55	14-Aug-26	29-Jul-26	IONOS CLOUD LTD. V50520923-61375021		Admin including website	DD	PV/27/042		£20.40	£3.40
56	01-Sep-26	01-Sep-26	SERVICE CHARGES REF : 494329383		Financial Services	PAY	PV/27/043		£4.67	
57	01-Sep-26	21-Aug-26	PKF LITTLEJOHN LLP W10187 POULSHOT PC External Audit ExRef SB06798	SB20260907	Audit Fee	FPO	PV/27/044		£378.00	
58	01-Sep-26	31-Aug-26	JEANNETTE YOUNG 200000001822594297 PAYAUGEXPJUL26 208458 10 31AUG26 19:35	Salary	Staff Costs	FPO	PV/27/045		£368.55	
59	01-Sep-26	31-Aug-26	JEANNETTE YOUNG 200000001822594297 PAYAUGEXPJUL26 208458 10 31AUG26 19:36	Expenses	Expenses incl VH Hire	FPO	PV/27/045		£18.10	
60	01-Sep-26	31-Jul-26	GRIST ENVIRONMENTA 200000001822594071 PPC SP0104 P339033 406135 10 31AUG26 19:35	P339033	Green and other maintenance	FPO	PV/27/046		£318.19	
61	16-Sep-26	29-Aug-26	IONOS CLOUD LTD. V50520923-61375021	INV203057515380	Admin including website	DD	PV/27/049		£20.40	£3.40
62	09-Sep-26	01-Sep-26	TALKMOBILE 103984662AE53CED		Subscriptions	DD	PV/27/050		£4.95	
63	11-Sep-26	25-Aug-26	CHARLTON BAKER LTD	INV-99611	Payroll Service Fee	SO	PV/27/051		£20.00	£3.33
								£ 105.00	£1,540.92	£13.46
								Monthly Balance	-£ 1,435.92	

Pending Invoices

Ser	Date Bank Statement	Invoice Date	Details		Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
64		09-Sep-26	JEANNETTE YOUNG Clerk PRINTERNK 9Sep order 203-8734945-1674712	GB67X43XHAEUI	Admin including website	FPO	PV/27/047		£33.45	£5.58
65		04-Aug-26	WALC Course: Neighbourhood Planning and Design Codes	WALC - 1336	Training	FPO	PV/27/048		£72.00	£12.00
								£0.00	£105.45	£17.58

Note.

Anticipated Transactions Before Next Meeting

Ser	Date Bank Statement	Invoice Date	Details		Category of Spend	Ch/Ref	V No	Receipts	Payments
		Monthly	1&1 Internet.Ltd (V50520923-290486224) Inv TBC £20.40 pcm		Admin including website	DD			£40.80
		Monthly	Charlton Baker Inv - Monthly (£20.00 pcm)		Payroll Service Fee	SO			£40.00
		ltc	Mark Goddard & Sons Landscaping - Invoices Quarterly (£GBP259.58 per month)		Green and other maintenance				£934.50
		monthly	bank charges (estimate)		Financial Services				£5.00
		Bi-Monthly	Village Hall Invoice		Expenses incl VH Hire	BACS			£30.00
		Monthly	Vodafone - Talkmobile Contract (£4.95 pcm)		Subscriptions	DD			£9.90
		If Requested	Jubilee Refunds (Tranquil Moments, Townsend Barn Nursery, Lodge Farm)		Jubilee Donations				£190.43
		Annual	Open Spaces Membership - Estimate		Subscriptions				£50.00
		Monthly	Salary		Staff Costs				£600.00
								£0.00	£1,900.63

Uncommitted Precept 2026/27	£7,386.26	Treasure's Ac Balance	minus	Anticipated Spend + Pending Invoices	£1,900.63
£5,485.63					