

POULSHOT PARISH COUNCIL

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.

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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.

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- **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

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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.

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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.

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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

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