

POULSHOT PARISH COUNCIL

MINUTES OF ANNUAL FULL COUNCIL MEETING HELD IN THE VILLAGE HALL TUESDAY 12th MAY 2026 AT 7.30 PM

PRESENT: Cllr Mike Davis
Cllr Liz Bissett
Cllr Claire Church
Cllr Tim Hues
Cllr Frances Nixon
Cllr Tamara Reay (Wiltshire Councillor)

OFFICER: Jeannette Young (Clerk)

PUBLIC PARTICIPATION: 6 members of the public were in attendance.

Several statements were made:

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- BT have already installed the Broadband to the annex mentioned at point on 21 on the agenda so we don't need the Wayleave considered. Openreach on behalf of BT have gone overhead with the connection rather than underground.
- I wish to inform you that will not be seeking consideration to point 22 on the agenda, this is due to the cost of what was planned. We will however reduce the width of the entrance.
- It was brought to members attention that there was a discrepancy between the old tree survey from 2017 and the new survey completed in 2025. Possibly the replanting of 3 trees had not been completed, and others seemed to be missing.
- Response - Members will investigate the matter

1/26/27 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 2026/27 The newly elected Chairman subscribed to the

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

2/26/27 Vice Chairman

It was proposed by Cllr Davis, seconded by Cllr Church and UNANIMOUSLY RESOLVED to elect Cllr Bissett as Vice-Chairman for Poulshot Parish Council for the municipal year 2026/27. The newly elected Vice-Chairman subscribed to the Statutory Declaration of Acceptance of Office, which was countersigned by the Parish Clerk

3/26/27 Apologies

One apology was received from Cllr Dyke

4/26/27 Declarations of Interest and Dispensation Request

There was one declaration of interest from Cllr Davis on Agenda Item.8.1

5/26/27 Minutes

It was proposed by Cllr Bissett, seconded by Cllr Nixon, and UNANIMOUSLY RESOLVED to confirm the Minutes of the Meeting of the Parish Council held on 11th March 2026 as a true record. The Minutes were duly signed by the Chairman, Cllr Davis.

6/26/27 Chairmans Announcements

- The Chairman thanked all who attended and sent in reports to the Parish Annual Meeting
- It was a positive that the road though the village had been repaired and tarmacked
- Parish Steward is due to commence attending villages again from the 1st June.
- Thanks to Dan for another successful Internal Audit.
- Developers of Townsend Farm have sent an update as follows-
- *Site works are progressing well, we expect 1st plot completions from July onwards and would hope to be completed at site before the end of September.*
- *We have had good early interest with 7 agreed sales subject to legals, with x2 no 4-bed and x1 no 5-bed property still available.*
- *The affordable homes (2 no 2-bed, 2 no 3-bed) are being built under contract for White Horse Housing Association, any interest in these properties please make enquiries via White Horse.*
- *The new footway/pavement from Townsend to Mill Lane is largely complete – due to delays from Openreach responsible for switching the lines to the new pole sited behind the new footway – we are left with the existing pole stuck in the middle of the new footway: rest assured that will be removed, as soon as practical once Openreach have*

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completed their works. Whilst this is far from ideal, earliest removal of the temporary traffic lights was considered a priority to limit disruption.

- The footway, bus shelter and associated verge planting at the site side of the site will be completed over the next couple of weeks, as will the traffic calming / gateway feature being added at the location of the 30mph signs, on the approach from the south.*
- Recent road resurfacing works – you will have noticed that the stretch of Poulshot Road from the Church turning to just beyond Byde Mill Lane (ie passing the site) has not been resurfaced yet: this was news to us as much as it was to everyone. We had been in discussions with Wilts Council highways and organised the new footway works and traffic management to be out of the way in time for the resurfacing only to find out on the morning of the works this section would be left for now due to concerns the new surface would be damaged by ongoing construction works. Wiltshire Council have since advised us they will return to complete this section at a later date.*
- Can we take this opportunity to thank site neighbours and the whole village community for their patience – we have sought to minimise construction impacts (sincere apologies for water main disruption a couple of weeks back). At times when managing the interaction of works we are directly responsible for alongside 3rd parties including utility companies and Wiltshire Council highways/drainage teams, it is not always straight forward*

7/26/27 Police Report

No correspondence or report had been received, it was therefore agreed to remove this item from any future Agendas.

8/26/27 Planning Applications

8/26/27.1

Reference:	PL/2026/01636 - Full planning permission	It was proposed by Cllr Nixon, seconded by Cllr Church and agreed there were no objections to Planning application PL/2026/01636
Site Location:	Little Northfield Stables, Devizes Road, Poulshot, SN10 1TD	
Proposal:	Retrospective application for the siting of two containers and water storage tank, erection of small outbuildings including a greenhouse and shed, and extension of hardstanding	
Applicant Name:	Mr J Hawkins	
Officer Name:	Adrian Smith	
Respond By:	14 th May 2026	

8/26/27.2

Application No:	PL/2026/02402	
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Application Type:	Notification of proposed works to trees in a conservation area	It was proposed by Cllr Bissett, seconded by Cllr Church and unanimously resolved that there were no objections to Planning Application PL/2026/02402
Proposal:	T1 T2 Cherry - Reduce crown by up to 2m and shape to leave in good form. To abate a nuisance, excessive shading.	
Site Address:	52 THE GREEN, POULSHOT, DEVIZES, SN10 1RT	
8/26/27.3		
Application No:	PL/2026/02432	It was proposed by Cllr Davis, Seconded by Cllr Hues and Unanimously Resolved to object to Planning Application PL/2026/02432, the objection is based on the seriousness of felling the trees, rather than choosing to lop them instead. Concerns have been raised regarding the location of T2, which is situated on unregistered land. Poulshot Council is currently investigating this matter, as the land adjoins the Village Green and has been maintained by the Council for several years.
Application Type:	Notification of proposed works to trees in a conservation area	
Proposal:	T1 T2 Hazel - Fell. Conflicting with OH cables causing connectivity issues to several properties.	
Site Address:	74 THE GREEN, POULSHOT, DEVIZES, SN10 1RT	

826/27.4

Application No:	PL/2026/02355	It was proposed by Cllr Bissett, seconded by Cllr Hues and Unanimously Resolved there were no objections to Planning Application PL/2026/02355
Application Type:	Full planning permission	
Proposal:	Erection of standard field shelter for the purpose of providing shading to those club members attending the site in hot weather.	
Site Address:	Lane at Byde Mill Lane, Poulshot, Wiltshire	

The following decisions were noted

8/26/25.5

PL/2026/00587 - Householder planning permission
4 Lodge Cottages, Poulshot Road, Poulshot, Devizes, SN10 1RQ
Construction of two-storey side extension with dormers and single storey rear extensions.

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Approve with Conditions

8/26/27.6

PL/2025/09193 - Listed building consent (Alt/Ext)

The Old Farmhouse, 9 Mill Lane, Poulshot, Devizes, SN10 1SA

Single-storey rear extension and internal alterations.
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Approve with Conditions

8/26/27.7

PL/2025/09026 - Householder planning permission

The Old Farmhouse, 9 Mill Lane, Poulshot, Devizes, SN10 1SA

Single-storey rear extension and internal alterations.
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Approve with Conditions

8/26/27.8

PL/2026/00472 - Listed building consent (Alt/Ext)

60 The Green, Poulshot, Devizes, SN10 1RT

Retrospective application for replacement of fence.

Refuse

8/26/27.9

PL/2026/00322 - Householder planning permission

60 The Green, Poulshot, Devizes, SN10 1RT

Retrospective application for replacement of fence.

Refuse

9/26/27 Update from Wiltshire Councillor Tamara Reay

Cllr Reay referred to her report included below and also spoke about the Traffic Survey, explaining about the 85%ile and offering to help in any speed watch that was set up in the village.

Annual Report 2026

It has been an interesting and, at times, challenging year at Wiltshire Council. The Liberal Democrat minority administration brought forward its budget for 2026/27 alongside a three-year financial forecast. My Conservative colleagues and I had serious concerns about several elements of the proposed budget and its long-term impact on Wiltshire taxpayers. These concerns included plans for three-weekly bin collections, the rebuild of St Stephens Car Park, significant increases in parking charges, and £20 million of new borrowing, contributing to more than £76 million in long-term costs. Following a series of U-turns by the Liberal Democrats — including reversing proposals to close the Household Recycling Centres at Lower Compton and Purton and to cease support for Community Transport — the budget was ultimately passed with the support of Independent and Labour councillors. Regrettably, the alternative Conservative budget, which focused on strategic savings and greater financial stability, was rejected. I remain concerned that this approach will lead to service reductions, harm to the local economy and residents paying the price for decades to come.

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At the Full Council Budget Setting meeting, I spoke on behalf of Devizes retailers to highlight concerns about proposed parking charge increases, including raising Sunday charges to match Monday–Saturday rates and extending charging hours to 7am–7pm. These changes will inevitably affect hospitality businesses, retail workers and people attending places of worship. A technical Traffic Regulation Order (TRO) consultation has taken place which closed for comment on 5 May. It is important to be clear that this was not a full public consultation, as the anticipated increase in income is already built into the budget. More worryingly, the Liberal Democrat Leader, Cllr Ian Thorn, has publicly stated that there is a strong case for harmonising parking charges across the county — meaning towns such as Devizes and Melksham could be brought into line with higher-charging areas like Salisbury. Changes to waste and recycling services have also been agreed, which I spoke out against and voted against. These include moving general household waste (black bin) collections from every two weeks to every three weeks and introducing a slot-booking system at Household Recycling Centres — changes that many residents are understandably worried about. Concerns about highways, road conditions and potholes continue to fill my inbox and are raised regularly at Parish Council meetings. As always, please report issues via the MyWilts app. If problems persist, please escalate them through your Parish Clerk and contact me directly — I am always happy to follow up with highways engineers on your behalf. I am particularly concerned that the Liberal Democrat budget relies on borrowing £15 million to supplement the Department for Transport highways maintenance grant. By contrast, the Conservative alternative budget provided £18.6 million of additional revenue funding over three years without borrowing. The £15 million loan is forecast to cost £58 million in interest and charges over 50 years — meaning, quite starkly, that our great-grandchildren will still be paying for the road repairs carried out over the next few years. On a more positive note, I am pleased that the Black Dog crossroads project, commissioned and funded by the former Conservative administration, has now been completed. Everyone I speak to agrees that the junction is much safer for all road users. I am now looking forward to seeing plans come forward for the proposed improvements at Caen Hill, including the Poulshot Road and Marsh Lane junctions. Finally, I remain concerned about the rejection of Wiltshire’s draft Local Plan by Government inspectors following nationally imposed changes that have increased the county’s housing target by 81%. This creates significant uncertainty for communities and increases the risk of speculative planning applications across Wiltshire. The council now faces restarting an extremely complex and costly plan-making process that is likely to take several years, made even harder by the withdrawal of funding for neighbourhood plans. I will continue to keep you updated over the coming months on all these important issues by my monthly magazine articles, reports at Parish Council meetings and via facebook.

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Finally, thank you to all the Parish Councils and Parish Clerks and the many community groups who work tirelessly to ensure that villages across Devizes Rural West are vibrant, resilient and wonderful places to live.

10/26/27 Record of Attendance

Members received the Record of Attendance of meetings during 2025/26.

11/26/27 Start Time for Full Council Meetings

It was proposed by Cllr Bissett, seconded by Cllr Church and UNANIMOUSLY RESOLVED that the start time for all Full Council meetings shall continue to be 7.30pm. This time is confirmed in Standing Orders.

12/26/27 Calendar of Meetings

Members considered the proposed Calendar of Meetings and after discussion it was proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY Resolved to Approve the following calendar of meetings for the Municipal Year 2026/27 and give delegated authority to Cllr Bissett to pay for the agreed hire of the Village Hall for these meetings on her Council debit card.

Calendar of Meetings for Poulshot Parish Council 2026/27

Day	Date	Month	Year	Type of Meeting
Tuesday	28th	July	2026	Normal
Tuesday	8th	September	2026	Normal
Tuesday	10th	November	2026	Normal, Draft Budget
Tuesday	12th	January	2027	Normal, Budget setting and Precept
Tuesday	9th	March	2027	Normal
Tuesday	11th	May	2027	Annual Council Meeting. Election of Chairs
Tuesday	4th	May	2027	Parish Annual Meeting (non-Council meeting)

13/26/27 Sealing of Documents

It was proposed by Cllr Bissett seconded by Cllr Church and UNANIMOUSLY RESOLVED that the elected Chairman and the elected Vice Chairman (or in their absence any Councillor serving on the Finance and Audit working group) be authorised to execute legal documents on behalf of Poulshot Parish Council during the 2026/27 Municipal Year.

14/26/27 Asset Register Review

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Members reviewed the Asset Register line by line and it was then proposed by Cllr Bissett, seconded by Cllr Hues and UNANIMOUSLY AGREED to completely remove the Kyocera Printer from the register and add 2 more defibrillator cabinets at an additional value of £1200., Add the Speed Indicator Device at a value of £2525.81 and finally add the new gates/fence at the allotments to the trough and gates in the Green Gardens at a value of £1950.

15/26/27 Approval of Financial Risk Assessment

After consideration and clarification by Members it was proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY RESOLVED to RE-APPROVE the amendment in italics and bold in the sentence of The Clerk ***‘and RFO are’*** employed under the “Green Book” National Agreement NALC Contract and Job Description Financial Risk Assessment, to the Financial Risk Assessment.

16/26/27 Reserve’s Policy

Members considered the recommended amendment to the Reserves Policy, and it was proposed by Cllr Bissett, seconded by Cllr Church and UNANIMOUSLY RESOLVED TO RE-APPROVE the updated Reserves Policy with the following amendment; change of word from Construction to Community found at:- a) *Community Infrastructure Levy (CIL)*

17/26/27 Privacy Statement

After clarification regarding the old Privacy Statement and it referring to the old European GDPR. It was proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY RESOLVED TO ADOPT the new Privacy Statement, which adheres to the GDPR UK guidelines.

18/26/27 Working Groups Terms of Reference and Membership

Members considered the membership of the 11 Working Groups and the recommended change of the Terms of Reference for the Finance and Audit Working Group. It was therefore Proposed by Cllr Davis, seconded by Cllr Bissett and UNANIMOUSLY RESOLVED TO RE-APPROVE the membership of the working Groups, with no changes and the amendment to the Finance and Audit Working Group of changing the Clerk to RFO.

19/26/27 Village Green Permissions of Use Requests

19/26/27.1 Further to Poulshot Cricket Club requesting permission to use the Village Green for playing home fixture and confirmation that the Health and Safety Risk Assessment had been received and shared with Members, It was proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY AGREED to grant permission for Poulshot Cricket Club to use the Village Green for its 12 home fixtures during the cricket season from the 22 April 2026.

19/26/27.2 Further to the request from the Poulshot Village Festival Committee for permission to use the Village Green, and following receipt of the Health and Safety Risk Assessment, which had been circulated to Members, it was

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proposed by Cllr Bissett, seconded by Cllr Hues, and UNANIMOUSLY RESOLVED to grant permission for use of the Village Green from Thursday, 25 June 2026 for festival setup, with the festival taking place on Saturday, 27 June 2026 from 14:00 to 17:00, and the Sunday morning service on 28 June 2026 from 09:00 to 12:00, approval was granted subject to receipt of a copy of the mandatory insurance policy prior to the event.

20/26/27 Village Trust Update and Requests

Members thanked the Village Trust for the update and considered and discussed the requests individually before it was proposed by Cllr Bissett, seconded by Cllr Church and UNANIMOUSLY RESOLVED to grant permission for the following, with one condition that the Council would only fund one skip in this financial year 26/27

- To tackle the ivy growing up trees in Green Gardens.
- To continue to cut back the hogweed in Green Gardens
- To remove Spanish Bluebells in Green Gardens to protect the few English Bluebells from hybridisation.
- To plan a pond clean again to finish the work successfully undertaken when the pond was dry last summer.
- For the final request would the Council consider agreeing to fund another skip for the correct disposal of the waste from pond clearing. If agreed, it could then be ordered at the best moment the work can start rather than waiting for the next Council meeting.

On the request regarding replacement trees Members agreed that Cllr Bissett would seek to get quotes for 5 mature trees (6ft plus) to replace the removed or diseased Lime trees, suggested varieties were Populus tremula, Populus nigra 'Italica' or Ulmus Lobel

21/26/27 Wayleave Request from British Telecommunications PLC (BT) - WL395013

Members were informed during Public Participation that this Wayleave for installation of ducting on the Village Green for broadband access to The Annexe at Cooks Orchard was no longer required, this being due to BT installing overhead cables to the Annexe to provide the broadband access. This installation was carried out on the 12th of May 2026 – the day of this meeting. It was therefore proposed by Cllr Bissett, seconded by Cllr Davis with UNANIMOUS AGREEMENT to disregard this item number 21, Wayleave Request on the agenda, this due to it no longer being required.

22/26/27 Access Road Improvements for 39,41,45,47,51 and 53

Following the request for permission to reduce the entrance width from its current size to more like its original size of 700cm, to Kerb and edge the entrance to the road, then to remove the existing gravel entrance back by 500cm and stone edge and hot tarmac the area and finally Soil and grass seed the area of the green that will be left due to the reduction in the size of

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the entrance. It was announced during Public Participation that residents would not be going ahead with these improvements due to the quoted costs being exorbitant and not affordable. It was therefore proposed by Cllr Bissett, seconded by Cllr Hues and with UNANIMOUS AGREEMENT to disregard this item number 22, Access Road Improvements on the agenda, this due to it no longer being required.

23/26/27 Members updates

- Bus Shelter – Cllr Dyke was not present at the meeting, so no update was provided.
- Speed Watch Data Summary – Cllr Church acknowledged that the full report and been received and that she would forward the report to Cllr Reay. It was also explained that the 85th percentile showed speeds of over 40mph in Poulshot Village zone of 30mph. Cllr Church as commented that the recording strips had not been placed at the requested site in the Village (my three words used) but at some distance away at the start of an incline. Total vehicles recorded were 6597.
- Speed Indicators (SIDs) – Cllr Church stated that the SID has been received and will be installed in the near future
- Tree Maintenance quotes (2nd phase) – Cllr Davis apologised for not acquiring the quotes, but stated he would endeavour to do so by the next meeting in July
- Neighbourhood Plan – All Cllrs - *It was agreed to keep this on the agenda for the next meeting along with the draft terms of reference for a steering group.*
- Electricity Supply – It was confirmed by the Chair that installers of car chargers must inform the local supplier.

24/26/27 Annual Governance and Accountability Return (AGAR) 2025 – 2026

24/26/27.1 Internal Audit Report

Members RECEIVED and NOTED the Annual Internal Audit Report from Mulberry Local Authority Services Limited which was completed following the remote meeting on 23rd April 2026, together with the completed Annual Internal Audit Report (AIAR) (page 3) of the Annual Governance and Accountability Return (AGAR).

Final Internal Audit Points were explained and consider for future action, followed by appreciation and thanks to Dan Scot for another exceptional audit report.

24/26/27.2 Annual Governance and Accountability Return Form 3

Members NOTED that Form 3, is submitted to the nationally appointed External auditor (PKF Littlejohn LLP) and will be carried out remotely by means of a document called an Annual Governance and Accountability Return (AGAR).

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24/26/27.3 Annual Governance Statement 2025/26 (AGAR-Section 1)

It was proposed by Cllr Church, seconded by Cllr Bissett, and UNANIMOUSLY RESOLVED to APPROVE the attached Annual Governance Statement 2025/26 as detailed in Section 1 of the AGAR (page 4). The document was then signed by the Chairman, Cllr Davis, together with the Parish Clerk

24/26/27.4. Year End Accounts 2025/26

After consideration of the year end accounts and acknowledgement of the healthy balances, it was proposed by Cllr Bissett, seconded by Cllr Hues and UNANIMOUSLY RESOLVED to APPROVE the Year End Accounts as of 31st March 2006 for financial year 2025/26

24/26/27.5 Accounting Statements - AGAR Section 2

It was proposed by Cllr Bissett, seconded by Cllr Hues, and UNANIMOUSLY RESOLVED to APPROVE the Accounting Statements 2025/26 as detailed in Section 2 of the AGAR (page 5). 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 12th May 2026

24/26/27.6 Exercise of Public Rights - Inspection of Accounts

Members NOTED the following dates for the Exercise of Public Rights

Inspection period commences on Wednesday 3rd June 2026
Inspection period ends on Tuesday 14th July 2026

The date for the Public Inspection Notice to be issued being Thursday 28th May 2026

25/26/27 Payments by Direct Debit/Standing Order

Members reviewed the list of payments made by Direct Debit and/or Standing Order, and noted the increase of the monthly charge to Charlton Baker

It was therefore proposed by Cllr Bissett, seconded by Cllr Church and UNANOMOUSLY RESOLVED to approve the following payments made by Direct Debit and /or Standing Order

Direct Debits

1&1 Internet	Monthly	£20.40
ICO	Yearly	£47.00
TalkMobile	Monthly	£4.95
Water2business	Half Yearly	£59.33

Standing Orders

Charlton Baker	Monthly	£20.
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26/26/27 Payments by BACS/Bank Transfer

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

27/26/27 Salary Payment by BACS

It was proposed by Cllr Davis, seconded by Cllr Bissett and UNANIMOUSLY RESOLVED to APPROVE the payment of monthly salaries (Clerk and RFO) by BACS, with overtime and expenses paid a month in arrears.

28/26/27 Finance Report and Bank Balances

Members received and NOTED the 6th of May 2026 spreadsheet showing Bank balances of the Parish Account £60,084.75 and Community Fund £122,094.19, collectively standing at £182,178.94

29/26/27 Financial Expenditure.

Members considered the expenditure report, of the 6th May 2025 with payments totalling £21,582.87 and credits of £22,855.84 listed, it was then proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY AGREED to approve the expenditure report of May 2026.

30/26/27 Insurance Policy Schedule

Following the review of Poulshot Council Insurance, and the long-term agreement due to expire on 31/05/2028, The premium quoted was £371.41 for 2026/27. and Members were made aware that the addition of Assets stated at minute number 14/26/27 may well increase this premium slightly.

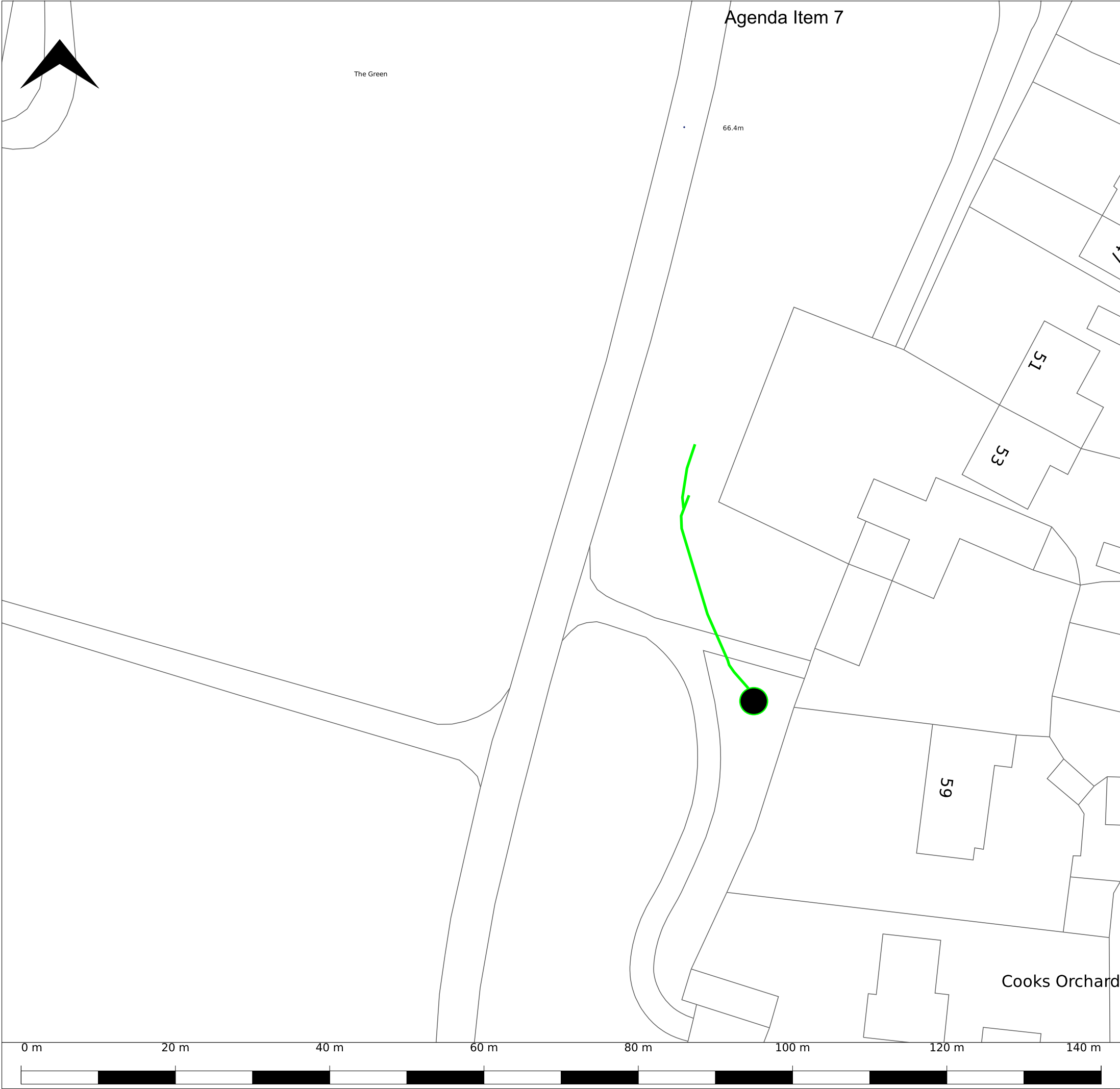
It was therefore proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY RESOLVED to add the updated Asset Register to the Zurich insurance schedule showing the additional assets at minute number 14/26/27

31/26/27 Unregistered Land

After Members being informed of the existence of two areas of unregistered land adjacent to the Village Green it was proposed by Cllr Davis, seconded by Cllr Bissett and UNANIMOUSLY AGREED to seek legal advice from Wansbroughs solicitors on the two unregistered plots of land that are both adjacent to the Village Green and have been maintained by the Parish Council for a number of years, also to seek advice about the issue of unauthorised parking of cars on the Village Green near the Aubrey Yard development.

Meeting ended at 21:30

Signed.....Date.....





Map Centre: 396994, 159764		Grid Ref: ST96995976		
Scale: 1:500	Page Size: A3	Plot Date: 19/05/2026		
Designer Name: TH79868		Job Number: FDP599		
Network Type: No Network				
UNCONTROLLED COPY Subject to revision Master held by SSEN Asset Data Team - Asset.Data@sse.com				
Signed by grantor.....				
Date.....				
Key Existing pole shown in black Proposed underground cable shown in green				
VOLTAGES (V)				
LV (Low Voltage) and Services	up to 1,000V			
HV (High Voltage)	over 1,000V to 11,000V			
EHV (Extra High Voltage)	22,000V to 132,000V			
Transmission	275,000V and 400,000V			
NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	Services	LV	HV	EHV
FOOTPATH/UNMADE	0.45m	0.45m	0.6m	0.8m
ROAD CROSSING	0.6m	0.6m	0.75m	0.9m
AGRICULTURAL	1m	1m	1m	1.1m
WARNING				
There may have been subsequent alterations to the surface levels. Trial holes must be taken to determine positions and depths of cables. HS (G) 47 Booklet from the Health and Safety Executive - Avoiding Danger from Buried Cables - should be consulted before commencing excavation work. WHEN WORKING IN THE VICINITY OF OVERHEAD LINES THE HEALTH AND SAFETY GUIDANCE NOTE GS6 SHOULD BE CONSULTED (AVAILABLE FROM THE HSE WEBSITE)				
If you are unsure & need to seek advice before commencing excavations please contact;				
General Enquiries		0800 048 3516		
Southern Electric Power Distribution plc Registered Office: No.1 Forbury Place 43 Forbury Road Reading RG1 3JH Registered In England & Wales No.04094290 Subject to revision - Master held by SSEN Distribution Asset Data Team: Asset.Data@sse.com 01256 337 294				
BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF H.M STATIONERY OFFICE CROWN COPYRIGHT RESERVED. This copy has been made by or with the authority of Southern Electric Power Distribution Ltd. Pursuant to section 47 of the Copyright, Designs and Patents Act 1988 ('The Act'). Unless the Act provides a relevant exception to copyright the copy must not be copied without prior permission of the copyright owner. Plans generated by DigSAFE Pro(TM) software provided by LinesearchbeforeUdig.				

Wayleave Consent

ELECTRICITY ACT 1989

I/We, POULSHOT PARISH COUNCIL

of C/o Cllr Mike Davis, Chairman

Poulshot, Wiltshire SN10 1RS

being the owner(s) and occupier(s) of land registered at Land Registry with title number WT280090 situated in the County of Wiltshire (hereinafter referred to as "the land") shown on the plan annexed hereto for myself/ourselves my/our successors and assigns HEREBY CONSENT to SOUTHERN ELECTRIC POWER DISTRIBUTION plc (Company Registration No. 4094290) whose registered office is at 1 Forbury Place, Forbury Road, Reading, RG1 3JH hereinafter referred to as "the Company") placing on and/or under the land the works described in the Schedule hereto in the position (as near as may be) indicated in green on the said plan and using maintaining repairing replacing altering renewing inspecting and removing the same and to the Company cutting lopping or felling in a woodmanlike manner any tree or hedge on the land which obstructs or interferes with the works and to the Company entering on the land at all reasonable times by its servants and agents for any of the purposes aforesaid upon the following terms:-

- 1) The Company shall pay to me/us during the existence of the works on the land by way of rent and compensation for interference with agricultural operations yearly sums calculated in accordance with the published scales of wayleave payments (the payments and conditions currently in force are shown on the statement attached hereto). The said sums shall be paid on the 1st July in each year and at the rate currently in force at that date, the first payment being proportioned from the date of the completion of the wayleave.
- 2) In addition to any compensation payable under Condition 1 hereof the Company shall:-
 - a) make good or compensate me/us for such injury suffered by me/us or such damage done to the surface of the land and to any property of mine/ours on or under the land and
 - b) indemnify me/us against such action which may be brought or made against me/us as may be attributable to or arise out of anything done by virtue of the Consent and not occasioned by my/our negligence or the negligence of my/our servants or agents PROVIDED THAT I/we shall as soon as practicable give notice of any such injury or damage suffered by me/us or any such action or claim brought made or threatened against me/us and shall not settle adjust compromise or defend such action or claim without the consent of the Company PROVIDED FURTHER that the Company may take over the conduct of any such action or claim in my/our name and I/we shall give such information and assistance as the Company may reasonably require.
- 3) This Consent shall remain in force until determined by either party giving to the other party at any time twelve months' previous notice in writing in that behalf subject to the rights of the parties under the Electricity Act 1989 or any statutory modification or re-enactment thereof and any Regulation made under such Act.

THE SCHEDULE

THE WORKS

The placing of one or more underground electric lines (cables) and any ancillary apparatus required in connection therewith in the position shown on the said plan(s) by a continuous green line.

DATED this Day of 2026

SIGNED by the said.....

SCHEDULE OF ANNUAL PAYMENTS

RENT

	£ per annum
For each single pole	7.61
For each "A" or "H" pole	9.68
For each strut	1.86
For each stay	1.86
For any electric line laid underground each 50 metres of cable route or part thereof	4.00
For any electric cable overhead each 100 metres or part thereof	1.53

Commuted payment sum of £80.00.

In the event of the amount payable to me/us for the rental under Clause 1 of this Consent amounting to £20.00 per annum or less, I/we accept the sum to twenty times the said amount in full satisfaction of any claim I/we have for such rental during the existence of the works on the land.

Save as aforesaid the provisions of this Consent are to remain unaffected.

I accept a single commuted sum: Yes/ No

Signed X.....

Permission to carry out work on private property

To: POULSHOT PARISH COUNCIL

Address: C/o Cllr Mike Davis, Chairman

Poulshot, Wiltshire SN10 1RS

Openreach order reference circuit number: OGEAA5762153

From: Openreach)

Email: PTW@support.openreach.co.uk

Before Openreach can **provide** service, additional work or equipment need to be completed at these premises. If you are not the property owner, then it may be necessary to obtain permission from the building landlord/owner to access and complete the works summarised below.

Openreach confirms that all work will be completed in a proper and workmanlike manner. Site specific work details (SSRAMS) will be supplied where requested.

PERMISSION FROM THE BUILDING OCCUPIER /LANDLORD/ OWNER IS REQUIRED FOR THE FOLLOWING INTERNAL WORK:

Drill through external walls: ☐	Break through floors: ☐	Open existing service routes: ☐ }
Install equipment:	Work in non-customer area: ☐	Drill internal holes:
Erect equipment on roof: ☐	Install equipment on roof: ☐	Add to electrical installation: ☐
Remove ceiling tiles: ☐	Remove computer flooring: ☐	Use existing cable route ☐
Other		

For Internal Installation Only

(I have been advised it is my responsibility to make the existing hole compliant with safety standards by using a Fire Stopping Compound (for more information on your responsibilities SMS the word FIRE to 81192)

PERMISSION FROM BUILDING OCCUPIER /LANDLORD/ OWNER IS REQUIRED FOR THE FOLLOWING EXTERNAL WORK TO PROVIDE OWN SERVICE:

Access only: Breaking ground to install duct: ☐ · Opening of external service routes: ☐ } Install box(s): ☐ }

Install CBT: ☐ Deploy hoist (vehicle details can be provided if required): ☐

Prune branches or cutback shrubs: ☐ Drill external holes (tetra) ☐ · Erect Scaffolding ☐ } Other: ☐ }

Location where the work is required: o/s Studio Flat, Ketama, 52a, The Green, Poulshot, SN10 1RT

If you consent to the work being done, please fill in the details below: -

- The work to be carried out has been explained to me. Yes ☐ No ☐
- I wish to be present when the work is carried out. Yes ☐ No ☐

Return options –

If emailed to yourself, you can print this form and

- Sign and date below and return copy to; email – PTW@support.openreach.co.uk by either scanning it or emailing a photo of the signed form.
- You can post it to the address in the cover letter
- You can reply to the email to state if permission is granted, further information/contact is required (state how, i.e. mobile, landline) or if declined stating why and if the order is still required. Please add your full name for our records.

Thank you: PTW Team

a) I confirm that I am authorised to give the permissions as described above on behalf of the Building Occupier/Landlord/Land Owner Yes ☐ No ☐

b) I grant Permission for the works to take place: Yes ☐ No ☐

Building Occupier/Landlord /Owner's Representative:

Name:

Signature:

Date:

Position:

We'll only use the information you provide to complete the work at your premises.

View our privacy policy on how we use your data at <https://www.homeandbusiness.openreach.co.uk/privacy-policy> or SMS the word 'Privacy' to 81192. Some mobile networks may not allow the SMS to complete. You can still access the privacy policy directly on the link above. Your mobile network

This job needs to go back for a soft dig to intercept the duct running from the allocated Serving equipment underground box situated on the green in front of number 52A which has been marked up with grey spray paint. This needs to be intercepted adjacent to the boundary of number 52A and a trench and 1m of duct through soft ground and 2m in hard ground to conjoin the duct which runs from the house and goes in an alternate direction. This has been tracked and marked at both dig spots. Once the duct running from the box has been intercepted and the duct running from the house has been intercepted and conjoined together it will enable rodding from the customers duct into the allocated serving equipment underground box Joint Box .Please leave roped from box to the side wall of the customer premises.



Poulshot Parish Council

Information Technology (IT) Acceptable Use Policy

1. Purpose

This generic policy sets out the standards for the secure, responsible and effective use of Information Technology (IT) systems and equipment owned or provided by Poulshot Parish Council.

The policy aims to:

- Protect Council information and assets.
- Ensure compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant legislation.
- Reduce the risk of cyber security incidents.
- Clarify the responsibilities of the Clerk, Responsible Financial Officer (RFO) and councillors when using Council IT systems.

2. Scope

This policy applies to:

- The Clerk to Poulshot Parish Council.
- The Responsible Financial Officer (RFO).
- Parish councillors when using Council-owned equipment, Council email accounts or accessing Council information.
- Contractors or volunteers who have been authorised to use Council IT systems.

Council IT resources include:

- Desktop computers and laptops
- Mobile phones
- Council email accounts
- Cloud storage (including Microsoft 365, OneDrive or equivalent)
- Internet access
- Website administration
- Financial software
- Printers and scanners

Poulshot Parish Council

- Any other electronic systems owned or licensed by the Council.

3. Responsibilities

The Parish Council

The Council is responsible for:

- Providing suitable and secure IT equipment where required.
- Ensuring sufficient cyber security measures are in place.
- Maintaining appropriate software licences.
- Reviewing this policy biannually.

The Clerk

The Clerk is responsible for:

- Day-to-day management of Council IT systems.
- Ensuring Council records are stored securely.
- Maintaining document filing systems and backups.
- Reporting any IT security incidents or data breaches to the Council.
- Ensuring software updates are carried out where appropriate.

The Responsible Financial Officer (RFO)

The RFO is responsible for:

- Maintaining the security of the Council's financial systems.
- Protecting electronic banking credentials and financial records.
- Ensuring financial information is securely stored and backed up.
- Verifying electronic payment requests to reduce the risk of fraud.
- Reporting any suspected financial cyber fraud immediately to the Clerk and the Council.

(Where the Clerk also serves as the Responsible Financial Officer, these responsibilities are combined.)

Parish Councillors

Councillors who access Council information electronically must:

- Keep Council information confidential.

Poulshot Parish Council

- Use Council email accounts where provided for Council business.
- Protect passwords and devices.
- Report any suspected data breaches or cyber incidents promptly.
- Comply with this policy whenever accessing Council information.

5. Monitoring

The Council may monitor the use of Council IT systems where there is a legitimate business reason, including:

- Protecting Council information.
- Investigating suspected misuse.
- Meeting legal obligations.
- Maintaining cyber security.

Monitoring will be proportionate and carried out in accordance with data protection legislation.

7. Use of Council Equipment

The Clerk and RFO are responsible for ensuring Council equipment is used primarily for Council business.

Users must:

- Lock devices when unattended.
- Keep equipment physically secure.
- Save documents in approved Council storage locations.
- Avoid storing Council documents solely on local devices.
- Report damaged or lost equipment immediately.

9. Data Protection

The Clerk and RFO are responsible for ensuring personal data is processed in accordance with the Council's Data Protection Policy.

All users must:

- Only access information necessary for their role.

Poulshot Parish Council

- Keep confidential information secure.
- Use encrypted or password-protected documents where appropriate.
- Report any actual or suspected data breach immediately.

11. Email

Council email accounts should be used for official Council business.

The Clerk and RFO should:

- Maintain professional standards in all correspondence.
- Take care when sending confidential information.
- Verify payment requests received by email before processing.
- Report phishing or suspicious emails immediately.

Councillors using Council email accounts must also comply with these requirements.

12. Internet and Social Media

Internet access is provided for Council business.

Users must not:

- Visit illegal or inappropriate websites.
- Download unauthorised software.
- Use Council systems for personal commercial activities.
- Represent the Council on social media unless authorised to do so.

14. Cyber Security and Electronic Banking

Poulshot Parish Council recognises the increasing risk of cyber crime, particularly in relation to financial transactions, email communications and the handling of personal data. The Clerk and Responsible Financial Officer (RFO) have a shared responsibility for maintaining appropriate cyber security measures.

Cyber Security

The Clerk and RFO must:

- Use strong, unique passwords for all Council systems and accounts.

Poulshot Parish Council

- Enable Multi-Factor Authentication (MFA) on Council email, banking and cloud-based systems wherever available.
- Ensure Council devices are protected with up-to-date antivirus software and operating system security updates.
- Lock devices when unattended and ensure they are stored securely.
- Be vigilant against phishing emails, fraudulent websites and other cyber threats.
- Report any suspected cyber security incident, data breach or malware infection to the Council immediately.

Councillors accessing Council systems or information electronically should also follow these security measures.

Electronic Banking

The Council uses electronic banking to manage its finances. The Clerk and RFO must ensure that all online banking is undertaken securely and in accordance with the Council's Financial Regulations.

In particular:

- Banking credentials, passwords and security devices must never be shared.
- Requests to change supplier bank details or payment instructions must always be verified independently using a trusted contact number and not solely by email.
- Any unexpected request for payment, urgent transfer of funds or changes to banking information must be treated as potentially fraudulent until verified.
- Electronic payments must only be processed following the Council's approved authorisation procedures.
- Bank reconciliations should be completed regularly and reviewed in accordance with the Council's Financial Regulations.
- Any suspected fraud, attempted fraud or unauthorised transaction must be reported immediately to the bank, the Chair of the Council and, where appropriate, the relevant authorities.

Data Backup and Recovery

The Clerk is responsible for ensuring that Council records are backed up regularly using approved storage systems. Backup copies should be tested periodically to ensure that critical information can be recovered in the event of equipment failure, cyber attack or accidental deletion.

15. Remote Working

Where Council business is conducted remotely:

- Council information must remain secure.
- Public Wi-Fi should be avoided unless a secure VPN is used.
- Confidential conversations should not take place where they may be overheard.
- Devices should never be left unattended.

16. Training

The Council will provide appropriate guidance on:

- Cyber security awareness.
- Data protection.
- Safe use of Council IT systems.

Users are expected to keep themselves informed of any updates to this policy.

17. Misuse of IT

Failure to comply with this policy may result in disciplinary action for employees or, in the case of councillors, referral to the Council under its adopted Code of Conduct or withdrawal of access to Council IT systems where appropriate.

Examples of misuse include:

- Sharing passwords.
- Accessing another user's account without authority.
- Installing unauthorised software.
- Using Council systems for unlawful or offensive purposes.
- Deliberately compromising Council security.
- Mishandling confidential or personal information.

18. Policy Review

Poulshot Parish Council

This policy will be reviewed biannually or sooner if required due to:

- Changes in legislation.
- New cyber security risks.
- Changes to Council IT systems.
- Recommendations from internal or external audits.

Adopted by: Poulshot Parish Council

Date Adopted: _____

Review Date: _____

Version: 1.0

POULSHOT PARISH COUNCIL

Privacy Notice for Staff, Councillors and Role Holders

Introduction

Poulshot Parish Council is committed to protecting your personal information and respecting your privacy.

This Privacy Notice explains how we collect, use, store and protect the personal information of:

- Employees
- Workers and agency staff
- Councillors
- Volunteers
- Contractors and consultants
- Committee members and other role holders
- Job applicants
- Former employees, councillors and role holders

This notice is provided in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who is responsible for your information?

Poulshot Parish Council is the **Data Controller** for the personal information we process.

Contact

Poulshot Parish Council

Email: parishcouncilclerk@poulshot.org

What is personal data?

Personal data means any information that identifies, or could identify, a living person.

Examples include:

- Name
- Postal address
- Email address
- Telephone number

POULSHOT PARISH COUNCIL

- Date of birth
 - National Insurance number
 - Photographs
 - Financial information
 - Employment records
-

What information do we collect?

Depending on your role, we may collect:

Personal details

- Name
- Title
- Address
- Email address
- Telephone number
- Date of birth
- Photograph (where appropriate)

Employment information

- Job title
- Employment history
- Qualifications
- Training records
- Performance reviews
- Attendance records
- Disciplinary and grievance information
- Right to work documentation
- References

Financial information

- Bank account details
- National Insurance number

POULSHOT PARISH COUNCIL

- Payroll information
- Pension information
- Expenses
- Tax information

Emergency information

- Next of kin
- Emergency contact details

Recruitment information

- CVs
- Application forms
- Interview notes
- References
- Right to work checks
- DBS information where legally required

IT and security information

Where appropriate we may collect information such as:

- CCTV images
- Building access records
- Council device usage
- Council email usage
- Website logs
- IP addresses

Why do we process your information?

We use your information to:

- Recruit staff and appoint councillors or role holders
- Manage employment or contractual relationships
- Pay salaries and expenses
- Administer pensions

POULSHOT PARISH COUNCIL

- Meet our legal obligations
- Manage training and development
- Conduct performance reviews
- Deal with disciplinary or grievance matters
- Ensure health and safety
- Prevent fraud
- Protect Council property and systems
- Maintain financial records
- Respond to legal claims
- Provide employment references
- Support the Council's statutory duties and public functions

Where CCTV is in operation, footage may also be used for security, crime prevention and health and safety purposes.

Our lawful basis for processing

We only process personal information where the law allows us to do so.

The lawful bases we rely on include:

- Performance of a contract
- Compliance with a legal obligation
- Carrying out a task in the public interest or exercising official authority
- Legitimate interests where these are not overridden by your rights
- Consent, where required by law

Special category data

Some personal information receives additional legal protection.

This may include information about:

- Physical or mental health
- Racial or ethnic origin
- Religious beliefs

POULSHOT PARISH COUNCIL

- Trade union membership
- Disability information

We only process this information where the law permits us to do so, including where:

- It is necessary for employment law purposes
 - It is necessary for health and safety
 - It is in the substantial public interest
 - You have given explicit consent where required
-

Criminal convictions

Where appropriate for certain roles, we may process information relating to criminal convictions or DBS checks where permitted by law.

This information will only be collected where necessary and handled securely.

Who do we share your information with?

We only share personal information where necessary and lawful.

This may include:

- Wiltshire Council
- HM Revenue & Customs (HMRC)
- The Department for Work and Pensions
- Pension providers
- Payroll providers
- Recruitment agencies
- DBS checking services
- Professional advisers
- External auditors
- Insurance providers
- IT service providers
- Government departments and regulators where required by law

All organisations processing information on our behalf are required to keep it secure and only use it for authorised purposes.

How long do we keep your information?

We only retain personal information for as long as necessary.

Retention periods are based on:

- Legal requirements
- Financial regulations
- Employment law
- Council business needs
- Limitation periods for legal claims

Records are securely destroyed when no longer required.

Keeping your information accurate

Please inform the Council promptly if your personal details change so we can keep our records accurate and up to date.

Your rights

Under UK GDPR you have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request erasure of information in certain circumstances
- Request restriction of processing
- Object to processing where applicable
- Request transfer of your data (data portability) where applicable
- Withdraw consent where processing relies on consent
- Complain to the Information Commissioner's Office (ICO)

We may ask for proof of identity before responding to your request.

Information security

POULSHOT PARISH COUNCIL

We take appropriate technical and organisational measures to protect personal information against:

- Loss
- Misuse
- Unauthorised access
- Unauthorised disclosure
- Alteration
- Destruction

Access to personal information is limited to those who need it to carry out their duties.

Changes to this Privacy Notice

We review this Privacy Notice regularly and may update it from time to time.

The latest version will always be available on the Council's website.

Contact us

If you have any questions about this Privacy Notice, wish to exercise your data protection rights, or would like more information, please contact:

Data Controller

Poulshot Parish Council

Email: parishcouncilclerk@poulshot.org

Information Commissioner's Office

If you remain dissatisfied with how we have handled your personal information, you have the right to complain to the Information Commissioner.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

POULSHOT PARISH COUNCIL

SK9 5AF

Telephone: **0303 123 1113**

Last updated: July 2026

POULSHOT PARISH COUNCIL

Neighbourhood Plan Steering Group

Background

Poulshot Parish Council has recognised the benefit of preparing a Neighbourhood Plan, with the aim of guiding future development within the parish in a way that accurately reflects the concerns and aspirations of local residents. In order to achieve this outcome, the Council considers that the most appropriate and effective method is to establish a dedicated Steering Group. This group will be formed with a balanced membership, consisting of both parish councillors and members of the community, ensuring a broad range of perspectives are represented throughout the process.

The Council acknowledges that developing a Neighbourhood Plan is a demanding undertaking, requiring significant resources. To ensure prudent use of these resources, the Council will monitor progress closely. At the conclusion of each phase of the project, an assessment should be carried out to determine the extent of achievement and the likelihood of successfully completing subsequent stages.

Terms of Reference

1) To confirm membership.

The Neighbourhood Plan Steering Group will comprise such number of Members and non- Councillors as shall be determined by the Council. Non - Councillors shall be appointed for their local knowledge, skills, or interest in the Neighbourhood Plan

X Councillor Members

X number of Non Council

Members Quorum – 3 Councillors

2) At first meeting confirm Chair and lead Member of the Neighbourhood Plan Steering Group. The Chair may be a Councillor or member of the public and will,

- Convene and chair meetings of the Steering Group, in person or online.
- Ensure discussions are inclusive, transparent, and focused.
- Report to the Parish Council regularly on progress and recommendations

POULSHOT PARISH COUNCIL

- 3) To draw up the working framework for the phased draft plan. Guidance can be found at [Neighbourhood Planning - Wiltshire Council](#) and [Guidance for Neighbourhood Planning within Wiltshire](#)
- 4) Ensure that Neighbourhood Planning legislation, as set out in the Neighbourhood Planning (England) Regulations 2012, are followed in the preparation and submission of the Neighbourhood Plan.
- 5) To liaise and consult with the associated community.
- 6) To liaise with Wiltshire Council with their Planning department and other relevant authorities and organisations in order to make the plan as effective as possible and to ensure that it remains in conformity with local and national planning legislation.
- 7) The Steering Group has no spending authority, any spending requests must go to Full Council in advance.
- 8) All recommendations and documents must be submitted to the Full Council for review and approval.
- 9) Any Non-Council members of the Steering Group must declare any personal interest that may be perceived as being relevant to any recommendations made by the Steering Group to Full Council. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

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Supplier A

In the 2025/26 financial year, we supported more than 350 councils with their internal audit

requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing multi-million-pound budgets and complex financial systems

Audits are conducted either on-site or remotely, based on your council's preferences and circumstances.

We publish on our website an annual internal audit guide, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing 1 April 2026 is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - £85 per hour + VAT
- Travel costs (for on-site visits) are billed at the standard prevailing HMRC rate
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a personalised estimate and timeline.

Engagement Options

We offer one-year and three-year engagement periods. If you commit to a three-year term, we guarantee that your hourly rate will remain fixed for the full duration of the agreement.

Added Benefits

As a client of M, you will gain access to discounted rates on our training programme for officers and councillors. Details of upcoming courses can be found at:

www.s.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

Account Balance - 06 May 26 (Amended Page)

	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals
Bank Balances Last Meeting (3 Mar 26)	£11,238.98	£63,485.47	£37,044.22	£85,000.00	£196,768.67
Movement since last meeting	£1,272.97	-£14,640.32	£49.97	£0.00	-£13,317.38
Resulting Balances	£12,511.95	£48,845.15	£37,094.19	£85,000.00	£183,451.29
Bank Balances	£12,511.95	£48,845.15	£37,094.19	£85,000.00	£183,451.29
Creditors	£1,272.35	£0.00	£0.00	£0.00	£0.00
Debtors	£0.00	£0.00	£0.00	£0.00	£0.00
Balances	£11,239.60	£48,845.15	£37,094.19	£85,000.00	£182,178.94
Parish Accounts		Community Fund			
£182,178.94		£60,084.75		£122,094.19	

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
138	03-Mar-26	25-Feb-26	CHARLTON BAKER LTD	Inv92987	Payroll Service Fee	SO	PV/26/111		£18.00	£3.00
139	06-Mar-26	06-Mar-26	SERVICE CHARGES REF : 479148934	Bank Charge	Financial Services	PAY	PV/26/114		£4.25	
140	09-Mar-26	08-Mar-26	Invoice for Orchard - Community Tree Planting Project (Wessex Woodland Management Ltd)	Savings TRF: Inv#f: 66109	Green and other maintenance	TFR	RV/26/017	£8,705.84		
141	09-Mar-26	08-Mar-26	SP Tree & Landscaping - Tree Maintenance on Green	Savings TRF: INVOICE NO. 2330	Green and other maintenance	TFR	RV/26/018	£8,150.00		
142	10-Mar-26	03-Mar-26	Invoice for Orchard - Community Tree Planting Project (Wessex Woodland Management Ltd)	Inv#f: 66109	Green and other maintenance	FPO	PV/26/112		£8,705.84	£1,450.97
143	10-Mar-26	20-Jan-26	SP Tree & Landscaping - Tree Maintenance on Green	INVOICE NO. 2330	Green and other maintenance	FPO	PV/26/113		£8,150.00	£1,025.00
144	12-Mar-26	28-Feb-26	TALKMOBILE 103984662AES3CED	Recurring DD Clik Mobile	Subscriptions	DD	PV/26/115		£4.95	
145	18-Mar-26	28-Feb-26	IONOS CLOUD LTD. V50520923-65317512 Dates 28/02/2026-27/03/2026	Inv203053747059	Admin including website	DD	PV/26/106		£20.40	£3.40
2	01-Apr-26	31-Mar-26	JEANNETTE YOUNG 600000001741698993 PAYMAREXPFE	Salary	Staff Costs	FPO	PV/27/001		£268.86	
3	01-Apr-26	31-Mar-26	JEANNETTE YOUNG 600000001741698993 PAYMAREXPFE	Expenses	Expenses incl VH Hire	FPO	PV/27/001			
4	01-Apr-26	31-Mar-26	HMRC - ACCOUNTS OF 600000001741698996 120PC00309299 083210 10.01APR26 11-18	Tax & NI	Staff Costs	FPO	PV/27/002		£381.80	
5	07-Apr-26	07-Apr-26	SERVICE CHARGES REF : 481648949	Bank Statement	Financial Services	PAY	PV/27/003		£4.25	
6	07-Apr-26	25-Mar-26	CHARLTON BAKER LTD	INV-94214	Financial Services	SO	PV/27/004		£18.00	£3.00
7	09-Apr-26	01-Apr-26	TALKMOBILE 103984662AES3CED		Subscriptions	DD	PV/27/005		£4.95	
8	15-Apr-26	29-Mar-26	IONOS CLOUD LTD. V50520923-63385891 28/03/2026-27/04/2026	INV203054368602	Admin including website	DD	PV/27/006		£20.40	£3.40
9	20-Apr-26	18-Apr-26	NON-GBP TRANS FEE 2.75% CD 5912 18APR26		Admin including website	DEB	PV/27/007		£0.97	
10	20-Apr-26	18-Apr-26	Wix.com 1235769099 EUROS 40.68 VISAXR 1.14624 CD 5912 18APR26		Admin including website	DEB	PV/27/008		£35.49	
11	21-Apr-26	17-Apr-26	WILTSHIRE COUNCIL 426810	Precept 120194 17.4.26 Precept Apr 26	Precept	BGC	RV/27/001	£8,000.00		
12	30-Apr-26	15-Apr-26	JEANNETTE YOUNG 100000001748661535 PRINTERINK 15APR 208458 10.30APR26 19-24	GB63607N0AEUJ	Expenses incl VH Hire	FPO	PV/27/009		£23.70	£3.95
13	30-Apr-26	30-Apr-26	JEANNETTE YOUNG 100000001748661182 PAYAPREXPMPAR Salary	Salary	Staff Costs	FPO	PV/27/010		£383.04	
14	30-Apr-26	30-Apr-26	JEANNETTE YOUNG 100000001748661182 PAYAPREXPMPAR Expenses	Expenses	Staff Costs	FPO	PV/27/010			
15	30-Apr-26	27-Apr-26	ELAN CITY LTD 400000001763674056 SAJ-UK2026/03491 406384 10.30APR26 19-23	Invoice SAJ-UK/2026/03491	st06 spend	FPO	PV/27/011		£3,138.96	£523.16
16	30-Apr-26	30-Apr-26	DANIEL G SCOTT 30000000176221348 SALARY LESSMAR26 Salary	Salary	Staff Costs	FPO	PV/27/012		£1,410.69	
17	30-Apr-26	30-Apr-26	DANIEL G SCOTT 30000000176221348 SALARY LESSMAR26 Expenses	Expenses	Expenses incl VH Hire	FPO	PV/27/012			
18	30-Apr-26	01-Apr-26	WILTSHIRE ASSOCIAT 100000001748659834 POULSHOT26/27-1132 WALC Subscription	WALC - 1132	Subscriptions	FPO	PV/27/013		£172.24	£28.71
19	30-Apr-26	01-May-26	NON-GBP TRANS FEE 2.75% CD 5912		Admin including website	DEB	PV/27/014		£15.46	
20	30-Apr-26	01-May-26	Wix.com 1237810593 EUROS 648.00 VISAXR 1.15227 CD 5912		Admin including website	DEB	PV/27/015		£562.37	
21	05-May-26	05-May-26	SERVICE CHARGES REF : 484147641	Bank Statement	Financial Services	PAY	PV/27/016		£4.25	
22	06-May-26	17-Apr-26	POULSHOT PARISH CO - Contingency Transfer to Savings	Precept 120194 17.4.26 Precept Apr 26	Transfer	TFR	PV/27/017		£234.00	
								£ 22,855.84	£21,582.87	£3,044.59
								Monthly Balance	£ 1,272.97	

Pending Invoices

Ser	Date Bank Statement	Invoice Date	Details	Invoice Number	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
23		01-May-26	Mark Goddard & Sons Landscaping - Invoices Apr, May & Jun (@GBP259.58 per month)	INV-3281	Green and other maintenance	FPO	PV/27/018		£934.50	£155.76
24		05-May-26	Mulberry Local Authority Internal Audit FY25/26	INV-2078	Audit Fee	FPO	PV/27/019		£292.50	£48.75
25		29-Apr-26	IONOS CLOUD LTD. V50520923-63385891 28/04/2026-27/05/2026	Inv203054996083	Admin including website	DD	PV/27/020		£20.40	£3.40
26		25-Apr-26	CHARLTON BAKER LTD	INV-95188	Financial Services	SO	PV/27/021		£20.00	£3.33
27		01-May-26	TALKMOBILE 103984662AES3CED		Subscriptions	DD	PV/27/022		£4.95	
								£0.00	£1,272.35	£211.24

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 InternetLd (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
		thc	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	£11,239.60	Treasure's Ac Balance	minus	Anticipated Spend + Pending Invoices	£1,900.63
£9,338.97					

Account Balance - 18 Jul 26

	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals
Bank Balances Last Meeting (12 May 26)	£12,511.95	£48,845.15	£37,094.19	£85,000.00	£183,451.29
Movement since last meeting	-£3,584.32	£60.83	£46.26	£2,809.93	-£667.30
Resulting Balances	£8,927.63	£48,905.98	£37,140.45	£87,809.93	£182,783.99
Bank Balances	£8,927.63	£48,905.98	£37,140.45	£87,809.93	£182,783.99
Creditors	£0.00	£0.00	£0.00	£0.00	£0.00
Debtors	£0.00	£0.00	£0.00	£0.00	£0.00
Balances	£8,927.63	£48,905.98	£37,140.45	£87,809.93	£182,783.99
Parish Accounts			Community Fund		
£182,783.99	£57,833.61		£124,950.38		

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	ChtRef	V No	Receipts	Payments	VAT
23	01-Jun-26	01-May-26	Mark Goddard & Sons Landscaping - Invoices Apr , May & Jun (@GBP259.58 per month)	INV-3281	Green and other maintenance	FPO	PV/27/018		£934.50	£155.76
24	15-Jun-26	05-May-26	Mulberry Local Authority Internal Audit FY25/26	INV-2078	Audit Fee	FPO	PV/27/019		£292.50	£48.75
25	15-May-26	29-Apr-26	IONOS CLOUD LTD_V50520923-63385891_28/04/2026-27/05/2026	inv203054996083	Admin including website	DD	PV/27/020		£20.40	£3.40
26	11-May-26	25-Apr-26	CHARLTON BAKER LTD	INV-95188	Financial Services	SO	PV/27/021		£20.00	£3.33
27	11-May-26	01-May-26	TALKMOBILE 103984662AE53CED		Subscriptions	DD	PV/27/022		£4.95	
28	15-Jun-26	07-Jun-26	Metal Straps for SIDs - purchased by Deputy Chair	GB65Z68X6AEUD	Green and other maintenance	FPO	PV/27/023		£11.69	£1.95
29	01-Jun-26	31-May-26	JEANNETTE YOUNG_PAY MAY EXP_Apr Salary	Salary	Staff Costs	FPO	PV/27/024		£351.98	
30	01-Jun-26	31-May-26	JEANNETTE YOUNG_EXP_Apr Expenses	Expenses	Expenses incl VH Hire	FPO	PV/27/024		£10.00	
31	11-Jun-26	25-May-26	CHARLTON BAKER LTD	INV-96187	Financial Services	SO	PV/27/025		£20.00	£3.33
32	09-Jun-26	01-Jun-26	TALKMOBILE 103984662AE53CED		Subscriptions	DD	PV/27/026		£4.95	
33	02-Jun-26	02-Jun-26	SERVICE CHARGES REF : 486749519	Bank Statement	Financial Services	PAY	PV/27/027		£4.25	
34	16-Jun-26	29-May-26	IONOS CLOUD LTD_V50520923-68303796		Admin including website	DD	PV/27/028		£20.40	£3.40
35	29-Jun-26	30-Jun-26	JEANNETTE YOUNG 400000001796090628 PAYJUNEXPmay26 208458 10 27JUN26 13:22	Salary	Staff Costs	FPO	PV/27/029		£463.19	
36	29-Jun-26	30-Jun-26	JEANNETTE YOUNG 400000001796090628 EXPMay26	Expenses	Expenses incl VH Hire	FPO	PV/27/029		£26.20	
37	29-Jun-26	30-Jun-26	HMRC - ACCOUNTS OF 400000001796090401 120PC00309299 083210 10 27JUN26 13:21		Staff Costs	FPO	PV/27/030		£351.95	
38	29-Jun-26	30-Jun-26	DANIEL G SCOTT 6000000001790994184 RFO PAY MAR-MAY 401158 10 27JUN26 13:21	Salary	Staff Costs	FPO	PV/27/031		£574.09	
39	29-Jun-26	30-Jun-26	DANIEL G SCOTT 6000000001790994184 RFO Expenses	Expenses	Expenses incl VH Hire	FPO	PV/27/031		£30.00	
40	29-Jun-26	01-Jun-26	COMMUNITY FIRST TR 6000000001790993865 POULSHOT PC VR2OF3 401916 10 27JUN26 13:20		Insurances	FPO	PV/27/032		£395.67	
41	06-Jul-26	06-Jul-26	SERVICE CHARGES REF : 489219016		Financial Services	PAY	PV/27/033		£4.25	
42	10-Jul-26	01-Jul-26	TALKMOBILE 103984662AE53CED		Subscriptions	DD	PV/27/034		£4.95	
43	13-Jul-26	25-Jun-26	CHARLTON BAKER LTD	Inv-97297	Financial Services	SO	PV/27/035		£20.00	£3.33
44	15-Jul-26	29-Jun-26	IONOS CLOUD LTD_V50520923-60388040 28/06/2026-27/07/2026	Inv 203056267751	Admin including website	DD	PV/27/036		£20.40	£3.40
45	17-Jul-26	17-Jul-26	CHEQUE DEPOSIT LOYD 38 MARKET PLA			DEP	Rv/27/002		£2.00	
								E 2.00	£3,586.32	£226.65
Monthly Balance								-£	3,584.32	

Pending Invoices

Ser	Date Bank Statement	Invoice Date	Details	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
23									
24									
							£0.00	£0.00	£0.00

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,ld (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
		tb	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				£800.00
								£0.00
								£1,900.63
Uncommitted Precept 2026/27		£8,927.63	Treasure's Ac Balance	minus	Anticipated Spend + Pending Invoices	£1,900.63		
	£7,027.00							