

POULSHOT PARISH COUNCIL

Cllr Mike Davis
Cllr Liz Bissett
Cllr Claire Church
Cllr Tim Hues
Cllr Chris Dyke
Cllr Frances Nixon

7th May 2026


Dear Councillor,

Annual Meeting of Poulshot Parish Council

You are summoned to attend the Annual Meeting of Poulshot Parish Council on Tuesday 12th May 2026 at 7.30 pm in the Village Hall.

The Press and Public are welcome to attend this meeting. Questions and statements will be taken from members of the public for 15 minutes at 7.30 pm, if required, prior to the start of the meeting, in accordance with the Parish Council's Standing Order No 3.

Yours sincerely



Jeannette Young
Parish Clerk

POULSHOT PARISH COUNCIL
ANNUAL COUNCIL MEETING TO BE HELD IN
THE VILLAGE HALL
ON TUESDAY 12TH MAY 2026 AT 7.30 PM

The Press and Members of the Public are welcome to attend.

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recording and photography of the Council and Committee meetings by the general public and/or media. It would be appreciated if persons wishing to take photographs or to record a meeting, were, wherever possible, notified to the Chairman or Clerk before the meeting concerned.

Public Participation-

To hear public comments / questions. No decisions or arrangements will be made in this section. You will be allowed a maximum of 3 minutes. Maximum of 15 minutes allowed in total, in accordance with Standing Order No 3.

AGENDA

1. Chairman for Ensuing Year

The outgoing Chairman will ask for the nomination for the Office of Chairman for 2026/27.

The Chairman will put the nominations to the meeting, members will vote and the Chairman will declare the result.

The newly elected Chairman will subscribe the Statutory Declaration of Acceptance of Office, which will be countersigned by the Parish Clerk

2. Vice Chairman

The Chairman will ask for the nomination for Vice Chairman for 2026/27.

The Chairman will put the nominations to the meeting, members will vote and the Chairman will declare the result.

The newly elected Chairman will subscribe the Statutory Declaration of Office which the Parish Clerk will countersign.

3. Apologies

4. Declarations of Interest

To receive any declaration of interest by a member in relation to matters to be considered at this meeting as required by the Code of Conduct.

5. Minutes (attached)

To **CONFIRM** as a true record the Minutes of the Meeting of the Parish Council held on 11th March 2026. The attachments will form part of the main minutes but will not, be redistributed with this Agenda.

6. Chairmans Announcements

- Thank you to all who attended the Parish Annual Meeting.

7. Police Report

No report received

8. Planning Applications and Decision

8.1

Reference:	PL/2026/01636 - Full planning permission
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

8.2

Application No:	PL/2026/02402
Application Type:	Notification of proposed works to trees in a conservation area
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

8.3

Application No:	PL/2026/02432
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

All applications above extended until the 14th May for comments.

8.4

Application No:	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

Decisions – for Noting

8.5

Reference:	PL/2026/00587 - Householder planning permission
Site Location:	4 Lodge Cottages, Poulshot Road, Poulshot, Devizes, SN10 1RQ
Proposal:	Construction of two-storey side extension with dormers and single storey rear extensions.
Decision Date:	10 April 2026
Decision:	Approve with Conditions

8.6

Reference:	PL/2025/09193 - Listed building consent (Alt/Ext)
Site Location:	The Old Farmhouse, 9 Mill Lane, Poulshot, Devizes, SN10 1SA
Proposal:	Single-storey rear extension and internal alterations.
Decision Date:	21 April 2026
Decision:	Approve with Conditions

8.7

Reference:	PL/2025/09026 - Householder planning permission
Site Location:	The Old Farmhouse, 9 Mill Lane, Poulshot, Devizes, SN10 1SA
Proposal:	Single-storey rear extension and internal alterations.
Decision Date:	21 April 2026
Decision:	Approve with Conditions

8.8

Reference:	PL/2026/00472 - Listed building consent (Alt/Ext)
Site Location:	60 The Green, Poulshot, Devizes, SN10 1RT
Proposal:	Retrospective application for replacement of fence.
Decision Date:	27 April 2026
Decision:	Refuse

8.9

Reference:	PL/2026/00322 - Householder planning permission
Site Location:	60 The Green, Poulshot, Devizes, SN10 1RT
Proposal:	Retrospective application for replacement of fence.
Decision Date:	27 April 2026
Decision:	Refuse

9. Update from Wiltshire Councillor

To receive a verbal update from Cllr Tamara Reay

10. Record of Attendance

Members to receive the Record of Attendance of Parish Councillors at meetings during 2025/2026.

Date of meeting	Type of meeting	Cllr Bissett	Cllr Church	Cllr Davis	Cllr Hues	Cllr Dyke	Cllr Nixon	Vacancy
13/05/2025	Annual Meeting	Attended	Attended	Attended	Attended	Attended		
29/07/2025	General Meeting	Attended	Attended	Attended	Attended	Attended		
14/08/2025	EO Meeting	Attended	Apologies	Attended	Attended	Apologies		
09/09/2025	General Meeting	Attended	Attended	Attended	Attended	Attended	Attended Co-opted at this meeting	
14/10/2025	EO Meeting	Attended	Apologies	Attended	Attended	Attended	Attended	
11/11/2025	General Meeting	Attended	Attended	Attended	Attended	Attended	Attended	
13/01/2026	General Meeting	Attended	Attended	Apologies	Attended	Attended	Attended	
*11/03/2026	General Meeting	Attended	Attended	Attended	Attended	Attended	Attended	

*NB Change of date from 10th to 11th

11. Start Time for Full Council Meetings

Members to **RESOLVE** that the start time for all Full Council meetings is 7.30pm and this time to be confirmed in the adopted Standing Orders.

12. Calendar of meetings

Members to consider and **RESOLVE to APPROVE** calendar of meetings for the Municipal Year 2026/27.

It is also recommended to consider allowing card payments through the payment link when email reminders about approved bookings are received from the Village Hall.

Calendar of Meetings for Poulshot Parish Council 2025/26

Day	Date	Month	Year	Type of Meeting
Tuesday	21 st or 28 th	July	2026	Normal
Tuesday	8th	September	2026	Normal
Tuesday	10th	November	2026	Normal, Budget setting
Tuesday	12th	January	2027	Normal, 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. Sealing of Documents

It is a legal requirement that a formal Resolution is made to authorise the sealing and execution of legal documents deeds. Members are therefore requested to **RESOLVE** as follows:

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. Asset Register Review- (attached).

Members are requested to review the Asset Register attached and approve any additions or amendments.

Suggestions -

- SID, solar pack, battery and bracket (cost net £2525.81)
- Allotment Gates

15. Approval of Financial Risk Assessment- (attached)

Members to consider and **RESOLVE to RE-APPROVE** the amended updated Financial Risk Assessment.

Amendment is as follows in italics: - The Clerk *'and RFO are'* employed under the "Green Book" National Agreement NALC Contract and Job Description

16. Reserve's Policy- (attached)

Members to consider and **RESOLVE to RE-APPROVE** the updated Reserves Policy.

Amendment is the change of word from Construction to Community found at:-
a) *Community Infrastructure Levy (CIL)*

17. Privacy Statement- (attached)

Members to consider and to **RESOLVE TO APPROVE** the new Privacy Statement, which adheres to the GDPR Uk guidelines.

18. Working Groups Terms of Reference and Membership – (attached)

Members to consider and **RESOLVE to RE-APPROVE** the updated Working Group Terms of Reference

Amendments are *changes of Clerk to RFO within the Finance and Audit Working Group*

Also the continuation of the following working groups needs to be assessed for requirement, and any changes in membership appointments need to be **RESOLVED.**

1	Finance and Audit. (F&A)	Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr C Church Cllr T Hues
2	Health and Safety including Safeguarding and Risk. (H&S)	Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr C Church
3	Governance to include Employment, Complaints and Freedom of Information. (Governance)	Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr T Hues
4	Village Maintenance. (Maint)	Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr Dyke Cllr Nixon
5	Highways and Policing. (Highways)	Vice Chair (Cllr L Bissett) Cllr T Hues Cllr C Church Cllr Nixon
6	Planning Matters. (Planning)	Chair (Cllr M Davis) Cllr Dyke Cllr T Hues Cllr Nixon
7	Communications to include Media, Press, Data Protection and Website. (Communications)	Vice Chair (Cllr L Bissett) Cllr C Dyke Cllr C Church
8	Townsend Farm Development (TFD)	Chair (M Davis) Cllr C Dyke Cllr T Hues Cllr Nixon
9	Village Survey	Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr C Dyke Cllr C Church
10	Fireworks Event Working Group	Cllr Hues Cllr Nixon

		2 members of the public Mr J Warwick Mr T Nixon
11.	The Wellbeing Open Space	Cllr Hues Cllr Bissett Cllr Dyke Cllr Nixon

19. Village Green Permissions of Use Requests

19.1 Poulshot Cricket Club request permission to use the Village Green for playing 12 home fixtures during the cricket season from the 22 April 2026. Health and Safety Risk Assessment has been received.

19.2 Poulshot Village Festival request permission to use the Village Green from Thursday the 25th June 2026 for setup of the festival, followed by the festival event on the 27th June 2026 from 14:00 to 17:00 and the Sunday morning service on the morning of the 28th June 9:00to 12:00.

20. Village Trust Update and Requests

On behalf of the Poulshot Village Trust, may I update you on planned activities and seek your support for further activities.

Firstly, the Trust committee would like to acknowledge the amazing hard work of 15 volunteers, including a Parish Councillor, on the village spring clean as part of the annual 'Keep Britain Tidy' spring clean campaign. Thank you for your support for the event. Twenty-five bags of litter and debris were collected.

Planning is now underway for refurbishing benches around the village, renewing the posts on the dead hedges in Green Gardens, preparing the wildflower area and tidying the pond margins. Please may we have the **Councils permission** for several other activities:

- **To tackle the ivy growing up trees in Green Gardens. Long term ivy growing into tree canopies weakens the trees makes them more susceptible to be blown over in high winds.**
- **To continue to cut back the hogweed in Green Gardens as has been done in previous years, hopefully extending the area that is not heavily infested.**
- **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 so 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.

Finally, we wondered if the Council had reached any conclusions on planting replacement trees adjacent to where trees have been removed or may be dying at the southern boundary of the Green. The Trust would be happy to help with the planting.

Thank you again for your ongoing support.

**(For Members information the last Skip cost £550. Net, this was due to the weight and type of waste (invasive plant material)).*

21. Wayleave Request from British Telecommunications PLC (BT) - WL395013 (attached)

Members are requested to read and consider, the attached Wayleave in which BT are requesting permission to install 35m of Duct, under, or over the Village Green to enable broadband access to The Annexe, at Cooks Orchard on The Green. If permission is granted, the Chair will sign the attachment, and BT will make a one-off payment of £82.60. to the Parish Council.

22. Access Road Improvements for 39,41,45,47,51 and 53 – (full email & doc extract attached)

Following the request below, received at the meeting in March to

- Reduce the entrance width from its current size to more like its original size of 700cm
- Kerb and edge the entrance to the road
- Remove the existing gravel entrance back by 500cm and stone edge and hot tarmac in this area.
- Soil and grass seed the area of the green that will be left due to the reduction in the size of the entrance.

An agreement was made to contact Andy Cadwallader at Wiltshire Council for advice. Following this contact, he forwarded the request to the Rights of Way and Countryside department. Their response is as follows-

Wiltshire Council are responsible only for holding the register of TVG's, and once land is registered there is no maintenance or enforcement duty placed upon Wiltshire Council, particularly over land which is owned. TVG's are protected from encroachment, enclosure and disturbance under the Victorian Statutes of s.29 of the Commons Act 1876 and s.12 of the Inclosure Act 1857, and it is unlawful to interrupt others' use or enjoyment of the green; to disturb the soil of the green; or to put up any structure, otherwise than with a view to its better enjoyment. Those thinking of undertaking works may wish to seek

independent advice on whether any proposed works would be in breach of the Victorian Statutes.

A document titled "Village Green Policy & Procedures" was also located on the website. The document can be accessed via this link: https://www.poulshotparishcouncil.co.uk/files/ugd/2b8760_3cccea319e074260b09ac12e18879512.pdf and an interesting extract is attached.

This document remains in draft form and has not been officially adopted; nevertheless, it contains valuable information. Members are encouraged to review the document during a working group meeting to discuss potential modifications and recommend its adoption.

23. Members updates

- Bus Shelter – Cllr Dyke
- Speed Watch Data Summary – Cllr Church

Total Vehicles	6597
-----------------------	------

% Exceeding PSL	83.7%
------------------------	-------

	A-B	B-A	Total
Total Vehicles by Direction	3146	3451	6597

	A-B	B-A	Total
5-day Average Speeds (mph)	34.74	35.04	34.89

	A-B	B-A	Total
7-day Average Speeds (mph)	34.79	35.17	34.98

- Speed Indicators (SIDs) – Cllr Church
- Tree Maintenance quotes (2nd phase) – Cllr Davis
- Neighbourhood Plan – All Cllrs - *It was proposed by Cllr Davis, seconded by Cllr Dyke and AGREED that Members would continue to investigate and bring their findings back to the next Council meeting for further consideration.*
- Electricity Supply – Clerk - response from SSEN attached

24. Annual Governance and Accountability Return (AGAR) 2025 – 2026

24.1 Internal Audit Report – (attached).

Members are requested to **RECEIVE and NOTE** the attached Annual Internal Audit Report from Mulberry & Co, which was completed following their remote audit on 23rd April 2026, together with the completed Annual Internal Audit Report (AIAR) (page 3) of the Annual Governance and Accountability Return

(AGAR). The attached report justifies the completion of Section 1 of the AGAR, the Annual Governance Statement and Section 2, the Accounting Statement and recommends approval of the AGAR for signature.

24.2 Annual Governance and Accountability Return Form 3 (attached)

Members are requested to **NOTE** 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).

24.3 Annual Governance Statement 2025/26 (AGAR-Section 1) (attached)

Members are required to consider and **RESOLVE to APPROVE** the attached Annual Governance Statement 2025/26 as detailed in Section 1 of the AGAR (see attached). This document must be signed by the Chairman or, in his absence, must be signed and dated by the appointed Chairman of the meeting, together with the Parish Clerk. The Minute reference is to be entered.

24.4. Year End Accounts 2024/25 (attached)

Members are requested to **RESOLVE to APPROVE** the attached Year End Accounts, 31 March 2025

24.5 Accounting Statements - AGAR Section 2 (attached)

Members are requested to consider and **RESOLVE to APPROVE** the attached Accounting Statements 2025/26 as detailed in Section 2 of the AGAR (see attached). This document has previously been signed and dated by the RFO and must also be signed and dated by the Chairman, or in his absence, must be signed by the appointed Chairman of the meeting.

24.6 Exercise of Public Rights - Inspection of Accounts

To note the following dates for the Exercise of Public Rights
Commencing on Wednesday 3rd June 2026
and ending on Tuesday 14th July 2025

25. Payments by Direct Debit/Standing Order

Members are required to **RESOLVE to APPROVE** the attached list of payments made by Direct Debit and /or Standing Order. **To Follow**

26. Payments by BACS/Bank Transfer

Members are required to **RESOLVE to APPROVE** the payment of all invoices by BACS or Bank Transfer, where possible.

27. Salary Payment by BACS

Members are required to **RESOLVE to APPROVE** the payment of monthly salaries by BACS, with overtime and expenses paid a month in arrears.

28. Finance Report and Bank Balances (attached)

To **Receive and Note** the attached report. **To Follow**

29. Financial Expenditure. (attached)

To **Consider and to Approve** the attached expenditure report. **To Follow**

Also to note the increase of fees to Charlton Baker to £20.00 per month.

30. Insurance Policy Schedule – (attached)

Poulshot Council Insurance is on a long-term agreement with Community First and underwritten by Zurich, this year's premium is £371.41 (last year's premium was £341). You are currently within a three year agreement which is due to expire on 31/05/2028

Before agreeing the policy any changes to the Asset Register should be considered for inclusion. Currently items covered are as follows:-

Item Description	Sums insured
Equipment belonging to the insured at the clerk's home address	£2,500
Notice Board	£1,068
Safety Surface	£1202.
Defibrillator Cabinet	£600.
2 Goal Posts	£475
3 Seats	£1326
Trough & Gates	£567
Play Equipment	£4,393

It should also be noted that any firework/bonfire events where the parish council are letting off the fireworks will need to be referred through to the underwriters for consideration, along with the risk assessment and event management plan. The approximate cost of covering the event if accepted would be £50. circa.

31. Unregistered Land

Members have been informed of the existence of two areas of unregistered land adjacent to the Village Green. It is recommended that a joint Working Group, comprising representatives from Planning and Village Maintenance, be convened to conduct further investigation and provide recommendations for future action.