

POULSHOT PARISH COUNCIL

**MINUTES OF THE
FULL COUNCIL MEETING
HELD IN THE VILLAGE HALL
TUESDAY 13th JANUARY 2026 AT 7.30 PM**

PRESENT: Cllr Liz Bissett (Vice Chairman)
Cllr Tim Hues
Cllr Claire Church
Cllr Chris Dyke
Cllr Frances Nixon

OFFICER: Jeannette Young (Clerk)

PUBLIC PARTICIPATION: 16 members of the public were in attendance.

- Advice was asked for on the maintenance to driveway access to houses on the Village Green. This resulted in several members of the public agreeing it would be good to get all relevant homeowners together to consider the upkeep of the access driveway and if necessary, obtain quotes for works to be done.
- One member of the public stated they would like to know who came up with the concept of the proposed traffic light system. Could Wiltshire Council provide evidence that such schemes work and why it was considered a better option than making the dual carriageway a single carriageway. This member of the public was advised to contact Cllr Tamara Reay.

127/25/26 Apologies

Apologies were received from the Chairman, Cllr Davis and Wiltshire Cllr Reay. Due to the absence of the Chairman, the Vice Chairman Cllr Liz Bissett chaired the meeting.

128/25/26 Declarations of Interest

There were no declarations of interest.

129/25/26 Minutes

It was proposed by Cllr Dyke, seconded by Cllr Nixon and UNANIMOUSLY RESOLVED to confirm the Minutes of the meeting of the Parish Council held on 11th November 2025 as a true record. The Minutes were duly signed by the Vice-Chairman, Cllr Bissett.

POULSHOT PARISH COUNCIL

130/25/26 Chairman's Announcements

- The Vice-Chair, Cllr Bissett started by wishing everyone a Happy New Year.
- It was announced that work on trees on Village Green, had been completed.
- Tree planting in the wellbeing space had started.
- It was confirmed the position of RFO was to continue as an additional employment role, with Mr Scott remaining in post.
- The annual spring clean - (Keep Britain Tidy campaign) - will take place on the 14th March, and that everyone was encouraged to support and help where they could.
- The Young Farmers had declined taking on the Annual Vintage Car Event, due to take place in June.

131/25/26 Police Report

It was NOTED that there had been no police report received.

132/25/26 Update from Wiltshire Councillor Tamara Reay

Although Cllr Reay was not in attendance a report had been sent which the Vice-Chair read out, and was NOTED, as follows: -

Waste Service changes at Wiltshire Council

As residents may be aware Wiltshire Council is planning a number of changes to Waste Services in the coming months. Household waste will become 3 weekly, a slot booking system will be implemented at household recycling centres and 2 centres will be closed (Calne and Purton). I am concerned about these changes which in my view are poorly thought through and I have made these points to the Cabinet. I would urge others who share my concerns to email Ian Thorn (Leader of the Council) ian.thorn@wiltshire.gov.uk

DfT Local Road Maintenance Reporting

Residents may be aware that the council received a "green" rating from the DfT [Local road maintenance ratings 2025 to 2026 - GOV.UK](#). Reflecting the focus on fixing potholes, investing in preventative maintenance, and adopting innovative techniques. Over the last two years the maintenance programme has benefitted from the careful financial stewardship of the Conservative administration with an additional £20m invested in highways (over and above DfT funding for highways maintenance) in the 2024/25 & 2025/26 budgets.

However, I am aware that there is still much to do – especially at this time of year when potholes form following water and frost damage so, please continue to report issues using My Wilts. More information about the programme is at [Highways maintenance overview - Wiltshire Council](#)

Financial Implications

I am waiting to understand the detail of the proposed Lib Dem budget for 2026/27 and the Medium-Term Financial Strategy (3 year budget). It is understood that the current in year overspend is c£10m. I will update further in February.

POULSHOT PARISH COUNCIL

Community Governance Review.

Please let me know if you have any questions about this and the emails received from Democratic Services.

St Stephen's Car Park – Trowbridge

You may be aware that at last week's Extraordinary Full Council meeting that the poor Lib Dem Deal to transfer St Stephen's Car Park in Trowbridge along with £2.5 million of taxpayers' money to a private developer was rejected. The deal was criticised for lacking a clear business plan, revenue projections, and for posing significant commercial and legal risks. Conservative councillors argued that the arrangement offered no guarantee of redevelopment and represented poor value for residents.

Proposed Car Parking Charge Increases

The proposed Parking Plan 2026–2030, includes a 20% increase in parking charges, extending chargeable hours from 07:00 to 19:00, and applying weekday rates on Sundays.

Many people and high street traders are concerned about negative impacts on local businesses and high streets. Under the new tariff structure:

Hourly rates would rise to between £0.90 and £2.00.

All-day parking would increase to £7.10–£11.70.

Sunday charges would use weekday rates.

This proposal is scheduled to be considered at the February Full Council which is the budget setting meeting.

Following Cllr Reay's report it was requested that the Clerk email the Leader of Wiltshire Council stating Members concerns over the proposed 3 weekly collections of household waste.

133/25/26 Planning

The following Planning Applications PL/2025/09193 & PL/2025/09026 were considered, with no objections voiced. It was therefore proposed by Cllr Bissett, seconded by Cllr Hues and UNANIMOUSLY AGREED there were NO OBJECTIONS to either application [PL/2025/09193](#).or [PL/2025/09026](#) .

Reference:	PL/2025/09193 - Listed building consent (Alt/Ext)
Site Location:	The Old Farmhouse, 9 Mill Lane, Poulshot, Devizes, SN10 1SA
Proposal:	Erection of single-storey rear extension. Minor internal alterations.
Applicant Name:	Mr & Mrs A Ritchie
Officer Name:	Brook Bishop
Respond By:	19 December 2025

Reference:	PL/2025/09026 - Householder planning permission
Site Location:	The Old Farmhouse, 9 Mill Lane, Poulshot, Devizes, SN10 1SA

POULSHOT PARISH COUNCIL

Proposal:	Erection of single-storey rear extension. Minor internal alterations.
Applicant Name:	Mr & Mrs A Ritchie
Officer Name:	Brook Bishop
Respond By:	19 December 2025

134/25/26 Townsend Development Update from Gaigers

The update from Gaigers was NOTED

135/25/26 Parish Steward Dates for 2026 –

The following dates were Noted as was the notice that there would be no visit in January due to the Parish Steward being needed to fill potholes.

- ~~14th January,~~
- 11th February,
- 11th March,
- 14th April,
- ~~May~~, No planned visit
- 10th June,
- 13th July,
- ~~August~~, No planned visit
- 10th September,
- 13th October,
- 11th November,
- 7th December.

136/25/26 Cricket Club Request

The Cricket Club requested permission to spray the cricket playing area on the Village Green in the Spring. After discussion about the requirement of public liability insurance, risk assessments and COSHH safety data sheets, it was proposed by Cllr Bissett, seconded by Cllr Dyke and UNANIMOUSLY RESOLVED to grant permission for the Cricket Club to employ a contractor to spray the cricket playing area on the green on the condition that proof of appropriate public liability insurance, risk assessments, COSHH data sheets and the proposed date of spraying, were provided to the council beforehand and that appropriate signage was displayed on site to ensure members of the public were fully informed.

137/25/26 Neighbourhood Plan

Terms of Reference for a Neighbourhood Steering Group were considered, with concerns raised about the amount of time and money it would cost to produce a Neighbourhood Plan (NP). There was also nervousness about getting it wrong and beliefs that other parishes that had their NP used against them. It was confirmed that Members views were that it was an important document and that it shouldn't be rushed, with the correct advice sought from Community First. It was therefore proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY RESOLVED

POULSHOT PARISH COUNCIL

to defer a decision on the Terms of Reference for the Neighbourhood Plan Steering Group, and to take them to a Working Group meeting for further discussion and recommendation before reconsidering at the March Full Council Meeting.

138/25/26 Community Governance Review

Members Noted the Community Governance Review and after clarification on what the review covered it was agreed, a no change request would be submitted.

139/25/26 Updates from Members on Delegated Actions

- **Bus Shelter** Cllr Dyke stated that he had been trying to get advice from the Bus and Transport department at Wiltshire Council on the preferred location of a Bus Stop. He has yet to receive any contact from the department and is uneasy about progressing with proposed designs until a suitable location has been received.
- **Speed Indicator Devices (SIDs)** Cllr Church provided 3 examples of different SID's and their costs and explained that Wiltshire Council were happy to progress with installing the 2 poles for the device at a cost of £400 per site.
- **White Gates -LHFIG** - It was confirmed White Gates were being installed by Gaigers at the Townsend end of the Village, and that Wiltshire Council's LHFIG were being approached to fund the purchase and installation of White Gates at the northern end of the Village. Cllr Church was thanked by Members for her work on the SID's and White Gates.
- **Change of emails to .Org or .Gov** – It was stated that the emails had all been changed over and that the website was all up to date with the new .org emails. Cllr Dyke was thanked by Members for sorting the new emails out.

140/25/26 Standing Orders, Financial Regulations and Code of Conduct

Members reviewed the attached documents, and agreed no changes were needed, therefore it was proposed by Cllr Bissett, seconded by Cllr Dyke and UNANIMOUSLY RESOLVED to re-approve, the following documents :-

- Standing Orders
- Financial Regulations
- Code of Conduct..

141/25/26 Finance Working Group Notes

The attached draft notes of the Finance Working Group from 3rd December 2025 were considered and NOTED

142/25/26 Finance Report and Bank Balances.

Members received and NOTED report, showing balances of.

Total Funds = £155,955.87

Parish Accounts =£ 33,927.16

Community Fund = £122,028.71

143/25/26 Financial Expenditure.

POULSHOT PARISH COUNCIL

After consideration it was proposed by Cllr Bissett, seconded by Cllr Dyke and UNANIMOUSLY RESOLVED to approve the expenditure report, showing payments of £6,271.32 and credits of £13,357.63.

144/25/26 Draft Budget for Financial Year 2026/2027

The proposed draft budget was discussed, with the Tax Base and Precept setting explained. There was discussion regarding the proposed addition of 29.32%. this was not only caused by the reduced Tax Base but also the additional need to cover employment additions/oncosts, phased maintenance of Village Green trees and open space areas, etc. After deliberation of the due S106 fund and the confirmation of what it could be used for by Wiltshire Council, it was agreed the fund could be used for tree and open space maintenance..

The proposal to remove the £2,000 tree allocation and £1,000 from the 'HGF Field' (Wellbeing Open Space) was made by Cllr Bissett and seconded by Cllr Nixon and it was UNANIMOUSLY RESOLVED, to adopted the 2026–2027 budget with a precept requirement of £16,000.,with the removed £3000 to come from S106 fund, this then represents an 8.90% increase in the Band D cost from £92.05 to £100.24.

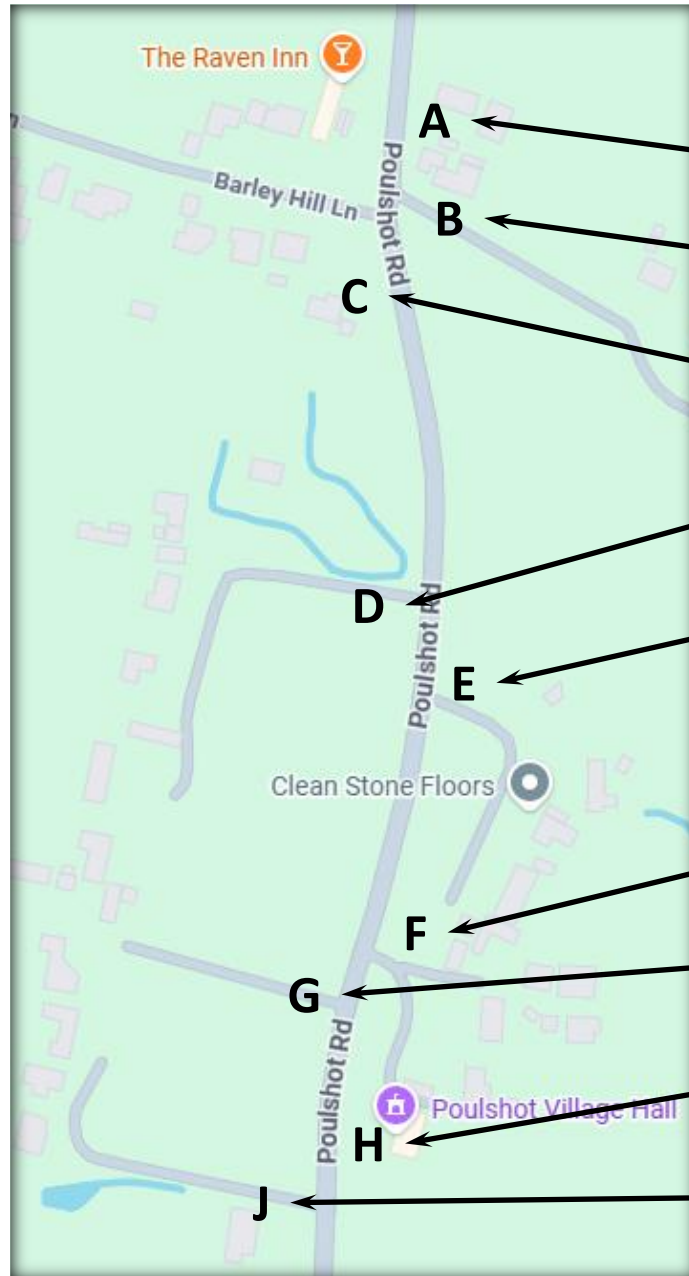
145/25/26 Date of Next Meeting

The next meeting date of 10th March 2026 was NOTED

Meeting Ended at 20:58

.....Date.....

Poulshot Village Green Access Roads



Access Road A – access to houses at Higher Green Farm

Access Road B – Hay Lane

Access Road C – access to workshop and house

Access Road D – access to Middle Green Farm

Access Road E – access to houses 39, 41, 45, 47, 51 & 53

Access Road F – access to Dukes Farm

Access Road G – access to Lower Green (44 The Green)

Access Path H – access to Village Hall

Access Road J – access to Pond Cottage and Broadway

Poulshot Village Green Access Roads

Access Road A – access to houses at Higher Green Farm - this is a fully tarmacked access road across the green with brick edging and kerbs



Access Road B – Hay Lane, this is a gravel drive with edging and kerbs to the road

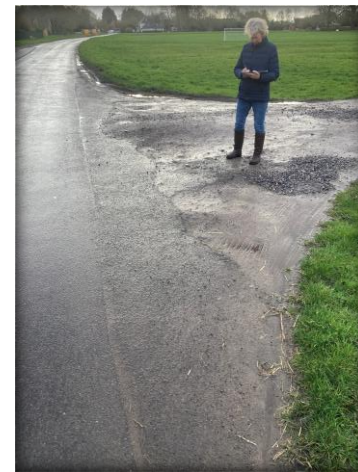


Poulshot Village Green Access Roads

Access Road C – access to workshop and house -
this is a gravel and brick drive with edging to the road for about
three quarters of the way



Access Road D – access to Middle Green Farm - this is a gravel
drive with approx. 60cm of tarmac joining to road



Poulshot Village Green Access Roads

Access Road E – access to 39, 41, 45, 47, 51 and 53 The Green - this is a gravel drive



Access Road F – access to Dukes Farm - this is a gravel drive with approx. 300cm of tarmac joining to road with brick edging to the green and back edge



Poulshot Village Green Access Roads

Access Road G – access to Lower Green (44 The Green) - this is a gravel drive with approx. 910 cm of tarmac



Access Path H – access to Village Hall - this has two tarmac paths across the green, one from the road and one from the car park



Poulshot Village Green Access Roads

Access Road J – access to Pond Cottage and Broadway - this is a gravel drive with brick edging to the road

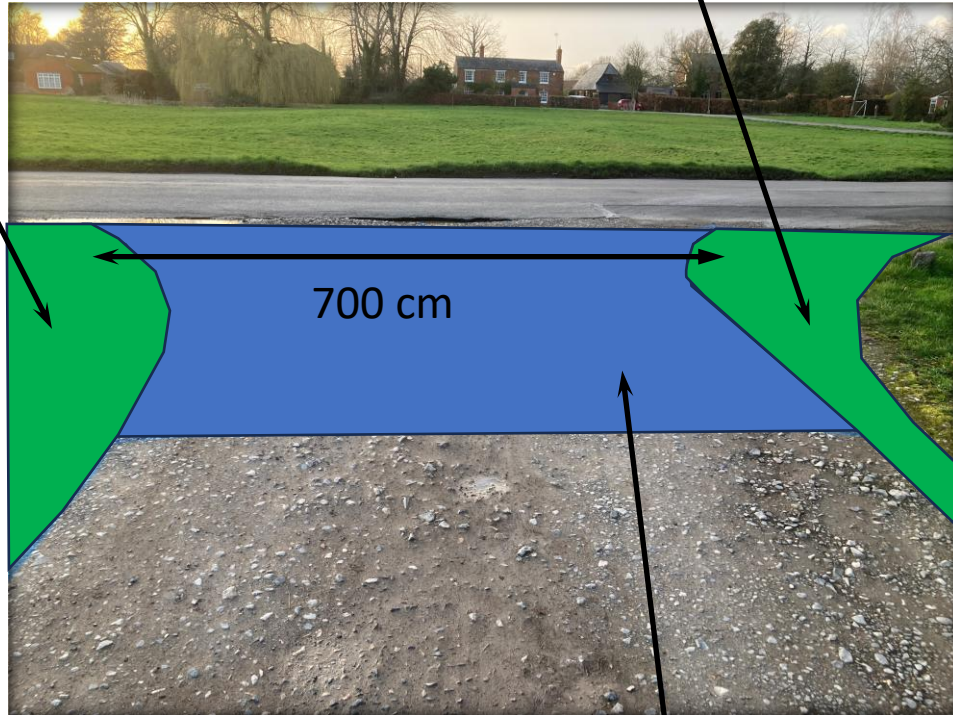


Poulshot Village Green Access Roads

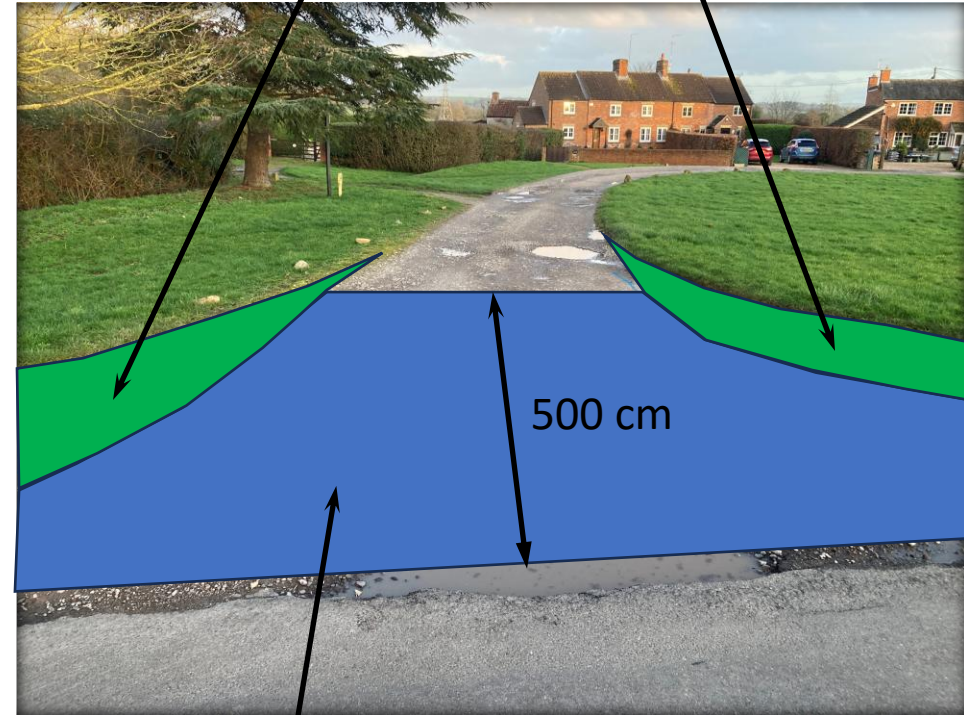
Proposed modifications to entrance of access road serving 39, 41, 45, 47, 51 and 53 The Green:

Kerb edge the entrance to access road, edge the perimeter and tarmac the inner area and reduce the size of the opening back to its original size (700 cm). Soil and grass seed the areas beyond the edging stones.

Reseeded areas



Reseeded areas



Reseeded areas

Tarmacked and edged area

10th February 2025

Liz Bissett
Poulshot Parish Council
Wiltshire

Thank you for inviting _____ provide a quote for the Grounds Maintenance Tender 2026-2028 for Poulshot Parish Council.

Area 1- Grass Verges

Parish Main Road Verges- To cut the grass areas as per the specification. The Grass will be cut and dropped, with arising being mulched on the grass surface. The hedge around the side will be maintained twice a year, around nesting season. 14 cuts in total (weather dependent)

Area 2- Cricket Pitch Perimeter

To maintain the grass areas as per the specification for these areas. The Grass will be mulched mown and leaving an even spread over the grass surface. 14 cuts in total (weather dependent)

Area 3- The Community Orchard Area.

The Orchard - To cut the grass areas as per the specification. (6 Times a year) The Grass will be cut and dropped, with arising being mulched on the grass surface. The hedge around the side will be maintained twice a year, around nesting season.

Site	Year 1
Grass Verges	£2,410.20
Cricket field perimeter	£899.50
The Orchard Field	£383.00
Total	£3,692.70

Total value for this work is £3,692.70 Vat for year 1 and rolling contract would include an increase of CPI increase.

Conditions will be 1/12th payment split.

6 month termination notice from either party.

We hope that you find this acceptable and look forward to receiving your instructions.

Yours Sincerely

Contracts Manager

QUOTE

poulshot pc

Date

11 Feb 2026

Description	Quantity	Unit Price	VAT	Amount GBP
To cut large green area with tractor and roller mower 1 march 2 April 2 may 2 June 2 July 2 August 1 September	12.00	180.00	20%	2,160.00
To strim around large green area 1 April 1 may 1 June 1 July 1 September	5.00	50.00	20%	250.00
Hedge cutting nature area November	1.00	250.00	20%	250.00
If required grass cutting nature area per cut	1.00	60.00	20%	60.00
Cut new area by by new houses Per cut	1.00	120.00	20%	120.00
			Subtotal	2,840.00
			TOTAL VAT 20%	568.00
			TOTAL GBP	3,408.00

QUOTE C

POULSHOT PARISH COUNCIL

Date
05 Mar 2026

Expiry

Account Number

Quote Number
0725

Reference

Description	Quantity	Unit Price	VAT	Amount GBP
1. Mow the large open spaces				
2. Cut areas where large mowers cannot get into				
The above areas to be cut on the below calendar				
1 Cut - March				
2 Cuts -April				
2 Cuts -May				
2 Cuts- June				
2 Cuts -July	1.00	4,500.00	20%	4,500.00
2 Cuts -August				
2 Cuts -September				
1 Cut – October				
3. Flail hedges around the nature area, once in October or November				
4. Cut wild area and paths once in October or November				
5. Leave uncut margin around the pond.				
			Subtotal	4,500.00
			Total VAT 20%	900.00
			TOTAL GBP	5,400.00

Available Models.

Mini Speed Indicator Device (miniSID)

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 7.5kg (11kg with battery)
- **PRICE:** £2,980 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £395 +VAT
(requires a larger case and battery bracket)



Standard SID with 'SLOW DOWN' Legend

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 12kg (23kg with battery)
- **PRICE:** £3,175 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £270 +VAT



SID with Smiley/Angry Face Legend

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 12kg (23kg with battery)
- **PRICE:** £3,289 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £270 +VAT



SID with 20/30/40mph Roundel Legend

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 12kg (23kg with battery)
- **PRICE:** £3,396 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £270 +VAT



SID with 'Thank You/Slow Down' Legend

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 13kg (25kg with battery)
- **PRICE:** £3,607 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £270 +VAT



Power Options

- **PORTABLE SOLAR POWER KIT:** 10W panel with bracket set
- **PRICE:** £650 +VAT (per sign)

Panel dimensions: 355mm (H) x 255mm (W) x 34mm (D), **Weight:** 3.3kg

Extras

- **ADDITIONAL BRACKET SETS:** £52 +VAT (per set)
- **COMBINATION PADLOCKS (PACK OF 2):** £21 +VAT (per pack)

Data Collection & Connectivity

- **BLUETOOTH DATA DOWNLOAD:** (Android 7.0 or newer + app): £379 +VAT
- **REMOTE ACCESS:** £1,479 +VAT

Renewal after 2 years: ~ £300 + VAT (per year per sign)

Warranty & Delivery

- **WARRANTY:** 3-year warranty on all portable signs (excludes vandalism, impact damage, theft, and batteries. Batteries carry a 1-year manufacturer's warranty)
- **DELIVERY LEAD TIME:** Approx. 6–8 weeks from receipt of official purchase order
- **SOLAR SYSTEM NOTE:** We recommend relocating the sign every 4 weeks to maintain regular battery charging cycles

QUOTATION

Ref No. SW70813/1

Dated 03/12/2025

Poulshot Parish Council
The Green
Poulshot

United Kingdom

Re : 1x Solar SID

Item	Image	Part Code	Description	Qty	Unit Price	Total
1		SID-Solar (Data)	Speed Indicator Device with Solar Power/Data Capture 300mm AMBER Digital Speed Display Displays over limit Vehicle Speeds + SLOW DOWN Weight (excluding Batteries) 7Kgs Custom Post Mounting Plate Trigger Speed 5-75Mph/KPH Display Time 0-7.5secs Operating Range 90metres Auto Dimming for Nighttime use Data Capture records: Number of Overspeed Vehicles, Time & Date, Fully Weatherproof. Includes: 2 x Batteries, 80w Solar panel fixing Brackets for 76mm posts USB Cable for Data download **6 Year Return to Base Warranty** Dimensions: (660 x 430 x 110)	1	£3,350.00	£3,350.00
2		Bluetooth-Data Capture	Bluetooth for Data Capture Speed Signs (Module + Antenna)	1	£283.00	£283.00
3		Additional Backplate with Clips	Additional Backplate with Clips	1	£103.00	£103.00
4		CAR-LED-SOLAR	LED with Solar - Pallet MAINLAND UK NOT HIGHLANDS (up to 3 signs) (1100 x 700 x 1000)	1	£140.00	£140.00

Item	Image	Part Code	Description	Qty	Unit Price	Total
					Sub Total	£3,876.00
					VAT	£775.20
					TOTAL	£4,651.20

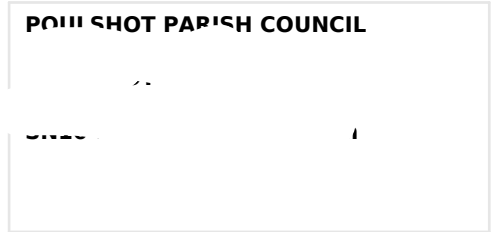
Yours sincerely,

.....

Delivery address :
POULSHOT PARISH COUNCIL

Billing address :
POULSHOT PARISH COUNCIL

United Kingdom



Quotation N° SO-UK06820

Your Reference	Quotation Date	Contact	Payment Terms
	20/11/2025	DILLON Alia	

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
[EPRA0162AA] GB[AS-BT] RADAR SPEED SIGN EVOLIS VISION - SOLAR VERSION - USB/BLUETOOTH ready to install including: - Speed Display: 38cm high (green/amber/red) with "Warning Triangle" (anti-racing function), - Dynamic Message Display: 64x16cm surface area for alert in case of excessive speed. ----- - 2mm Polycarbonate front panel screen-printed "YOUR SPEED" - Integrated solar power regulator - USB and BLUETOOTH LE (Low Energy) connection - Upgradable to 3G/4G (optional) - BI-DIRECTIONAL traffic STATISTICS, - Software provided for PC and Smartphone, - Mounting kit included (excluding clamps), - 2-year warranty on parts, labor and return to factory (return shipping included).	1,00 Unit(s)	2500,00	0,00	2500,00	£ 2500,00
[EACC0041AA] 100W Solar Panel & mounting kit	1,00 Unit(s)	394,23	100,00	0.00	£ 0,00
[EACC0046AB] Assembled Yuasa 12V22Ah Battery with Integrated Fuse Protection (8A) - 6-month warranty	2,00 Unit(s)	64,96	100,00	0.00	£ 0,00
[061] TRANSPORT & PACKAGING	1,00 Unit(s)	89,99	0,00	89,99	£ 89,99
				Total discount HT:	£ 524,15
				Total excl. VAT:	£ 2589,99
				Taxes (20%):	£ 518,00
				Total :	£ 3107,99

Issued To:

Chris Dyke
Poulshot,
Devizes

Issue Date
Reference
Number

SALES QUOTE

10/02/2026
BS 13
QUOTE

Code	Description	Qty	Price/Rate	VAT %	Net
	Manufacture, test fit in our workshop and install traditionally jointed and pegged green oak bus shelter frame with a footprint of 2.5m x 0.8m and a hardwood plywood and fiberglass roof of approx. 4.6m ² . Includes 20mm TG&V air-dried oak boarding to walls, air-dried oak bench and 10mm toughened glass held with stainless steel D clamps. To Made in Oak drawing BUS SHELTER-13-C-001	1.00	8,863.00	20.00	8,863.00
Subject to site survey.	Subject to site survey.	1.00	0.00	20.00	0.00
Exclusions	Excludes groundworks.	1.00	0.00	20.00	0.00

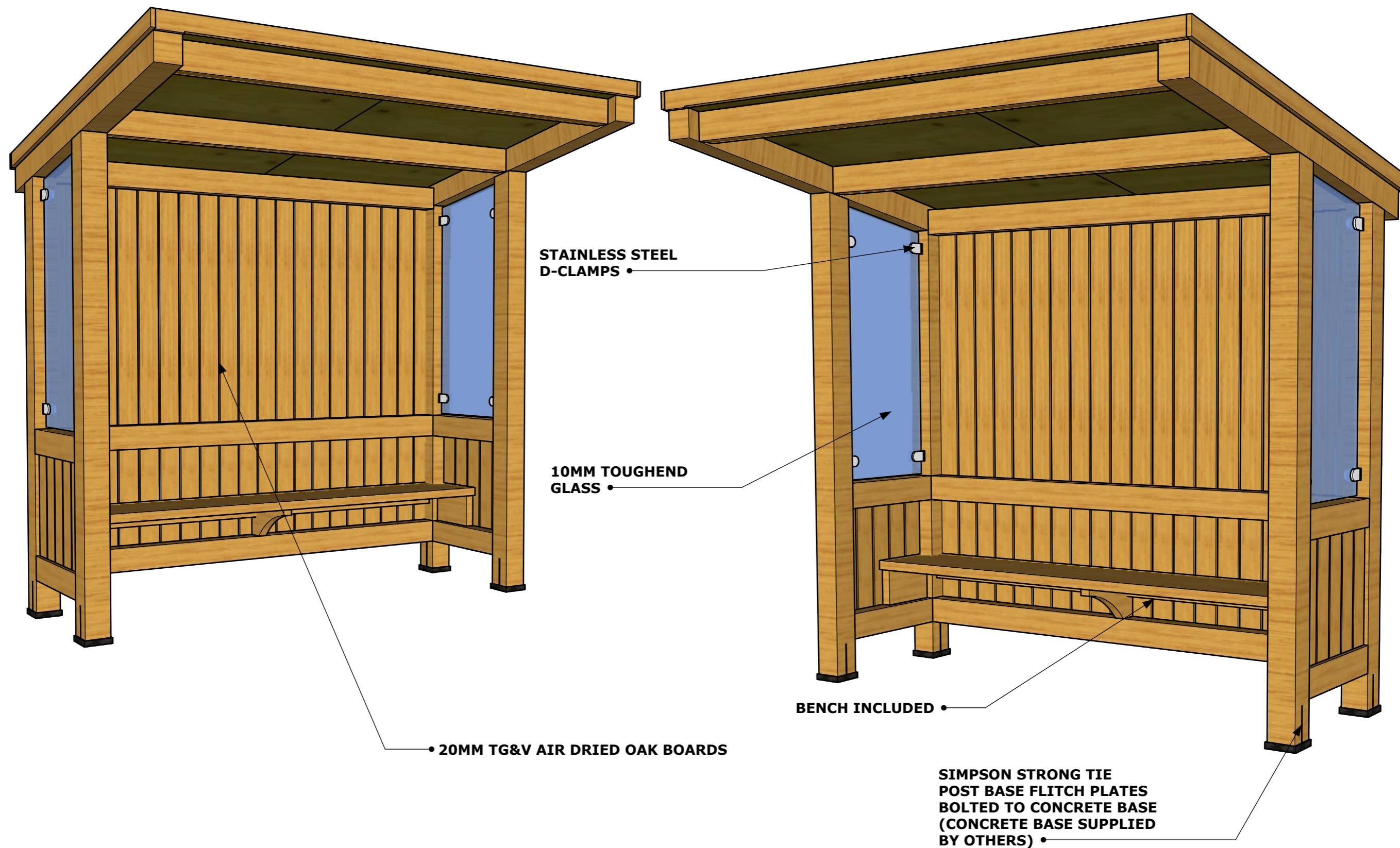
VAT Rate	Net	VAT	Total Net	Total VAT	TOTAL
Standard 20.00% (20.00%)	£8,863.00	£1,772.60	8,863.00	1,772.60	£10,635.60

Notes:

Unless otherwise stated Structural Calculations are not included.
Green oak leaches tannin when wet which can stain surfaces.

Terms and Conditions:

This quote is valid for 30 days from date of document.

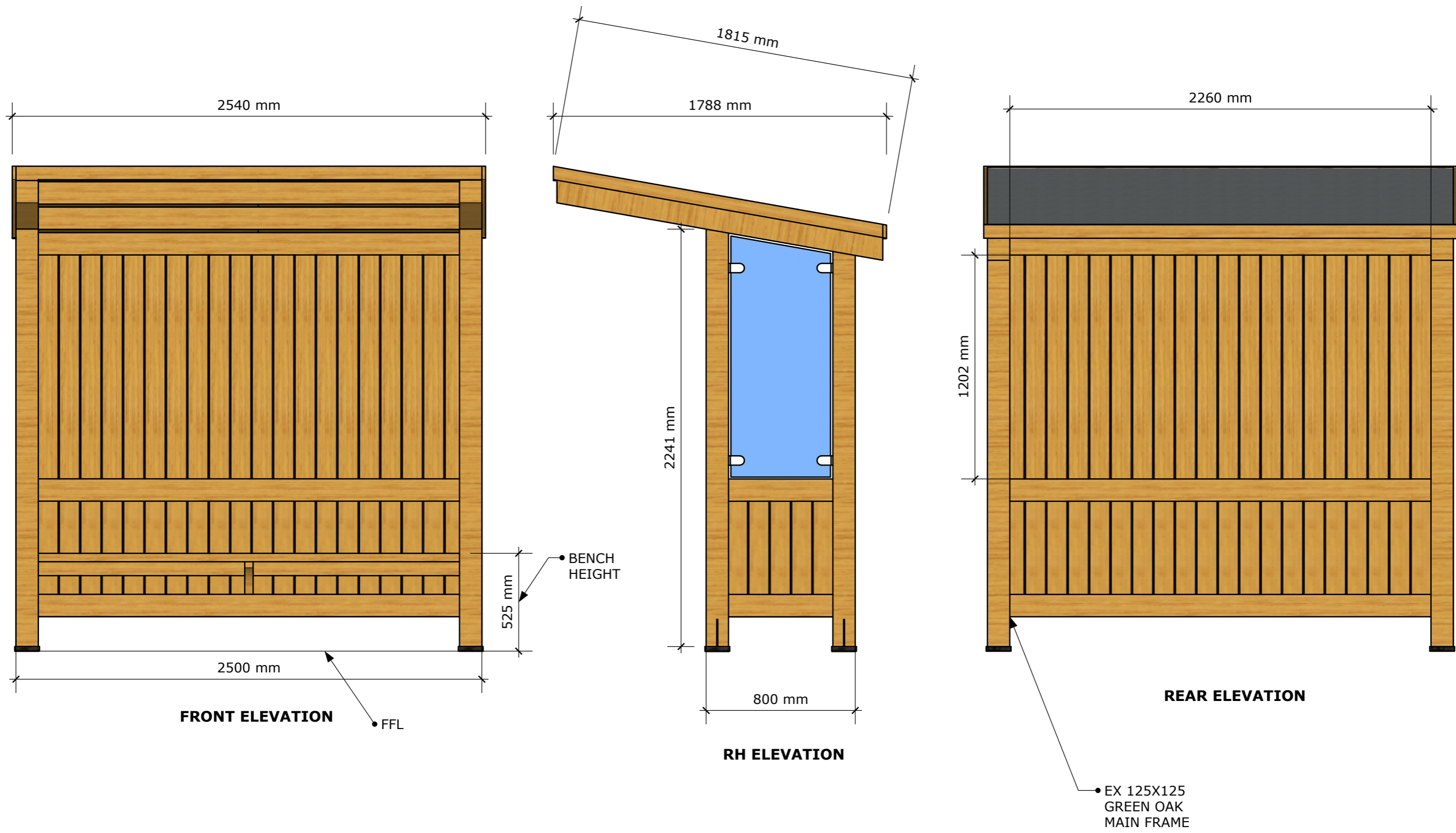


PROJECT:	BUS SHELTER-13	SCALE:	NTS	REF:	BUS SHELTER-13-C-001	REV:	
TITLE:	BUS SHELTER ILLUSTRATIONS	AUTHOR:	NH	DATE:	February 9, 2026		

**FIBERGLASS ROOF
OVER 18mm HARDWOOD
PLYWOOD •**



PROJECT:	BUS SHELTER-13	SCALE: NTS	REF: BUS SHELTER-13-C-001	REV:
TITLE:	BUS SHELTER ILLUSTRATION REAR VIEW	AUTHOR: NH	DATE: February 9, 2026	



PROJECT: BUS SHELTER-13	SCALE: 1:20@A3	REF: BUS SHELTER-13-C-001	REV:
TITLE: ELEVATIONS	AUTHOR: NH	DATE: February 9, 2026	

Issued To:

Chris Dyke
Poulshot,
Devizes

Issue Date
Reference
Number

SALES QUOTE

10/02/2026
BS 14
QUOTI

Code	Description	Qty	Price/Rate	VAT %	Net
	Manufacture, test fit in our workshop and install traditionally jointed and pegged green bus stop frame with a footprint of 3m x 1.1m and a pitched roof. Includes green oak rafters, air-dried barge boards, air-dried oak bench, air-dried TG&V oak sarking board, waney-edge green oak cladding and 10mm toughened glass held with stainless steel D clamps To Made in Oak drawing BUS SHELTER-14-C-001	1.00	12,714.00	20.00	12,714.00
Subject to site survey.	Subject to site survey.	1.00	0.00	20.00	0.00
	Excludes roofing felt, battens, tiles and rainwater goods. Excludes Groundworks.	1.00	0.00	20.00	0.00

VAT Rate	Net	VAT	Total Net	Total VAT	TOTAL
Standard 20.00% (20.00%)	£12,714.00	£2,542.80	12,714.00	2,542.80	£15,256.80

Notes:

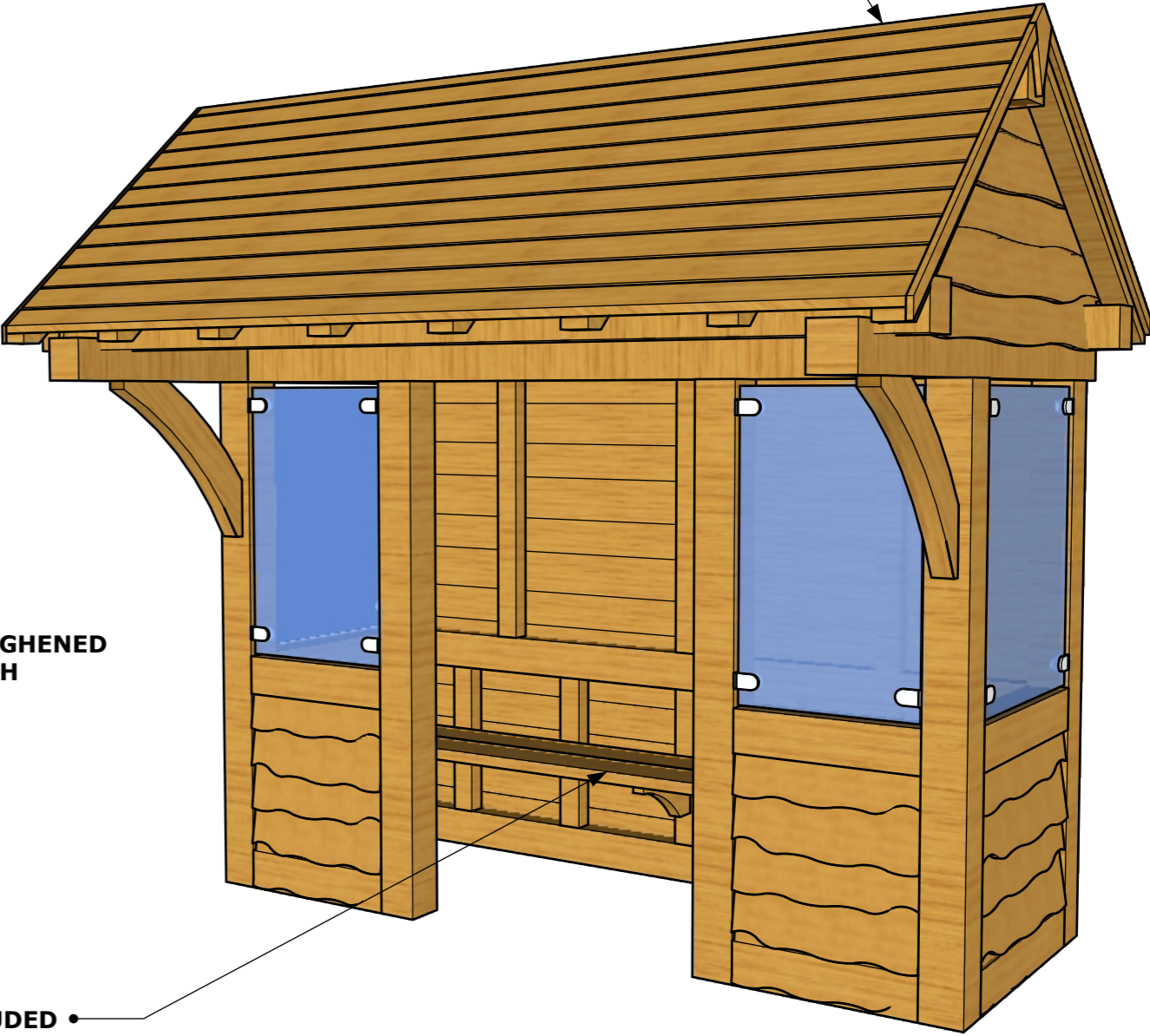
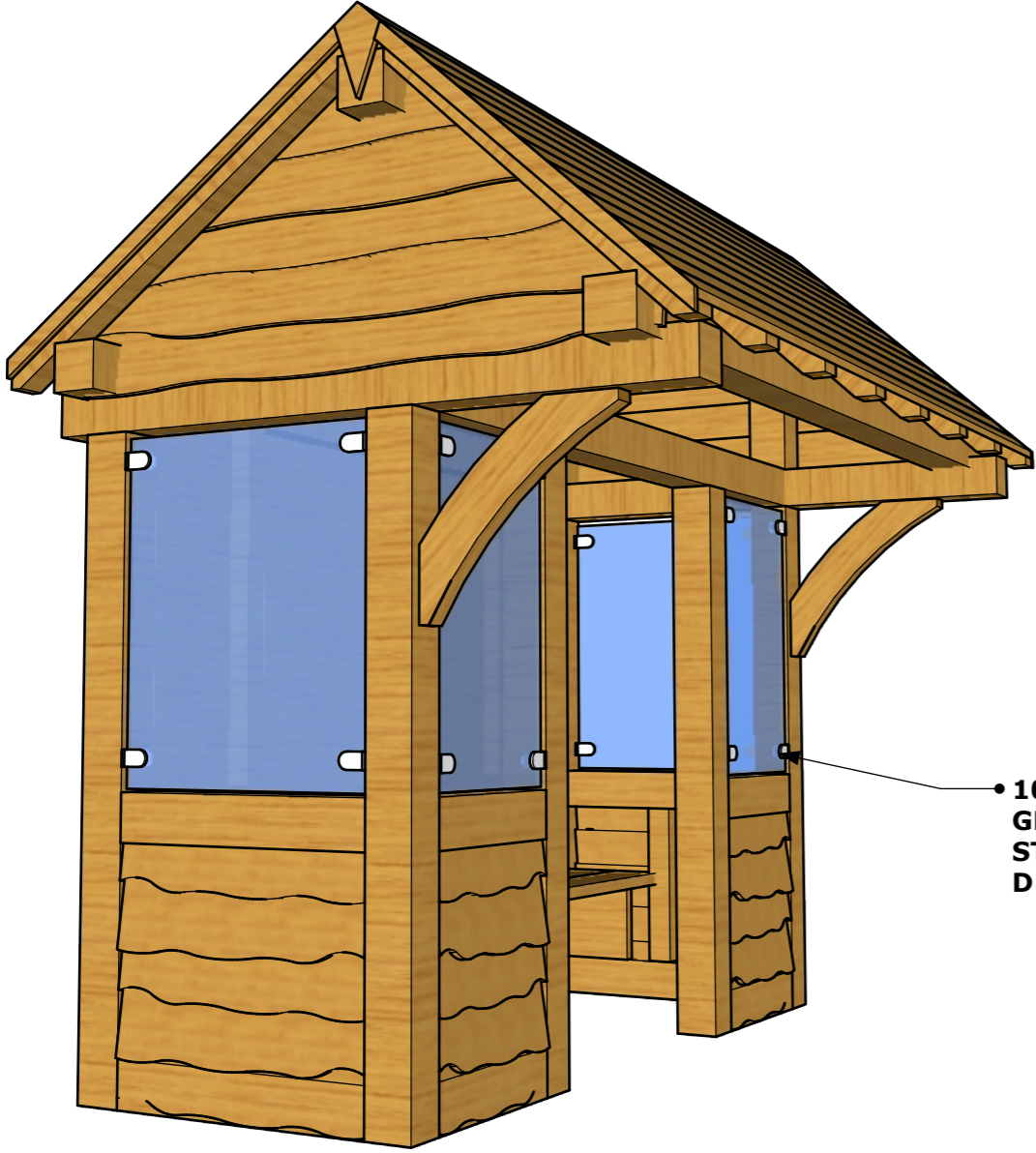
Unless otherwise stated Structural Calculations are not included.
Green oak leaches tannin when wet which can stain surfaces.

Terms and Conditions:

This quote is valid for 30 days from date of document.

EXCLUDES ROOFING FELT, BATTENS,
TILE AND RAINWATER GOODS

AIR-DRIED OAK TG&V SARKING
BOARD •



• 10mm THICK TOUGHENED
GLASS FIXED WITH
STAINLESS STEEL
D CLAMPS

BENCH INCLUDED •

PROJECT: **BUS SHELTER-14**

SCALE: **NTS**

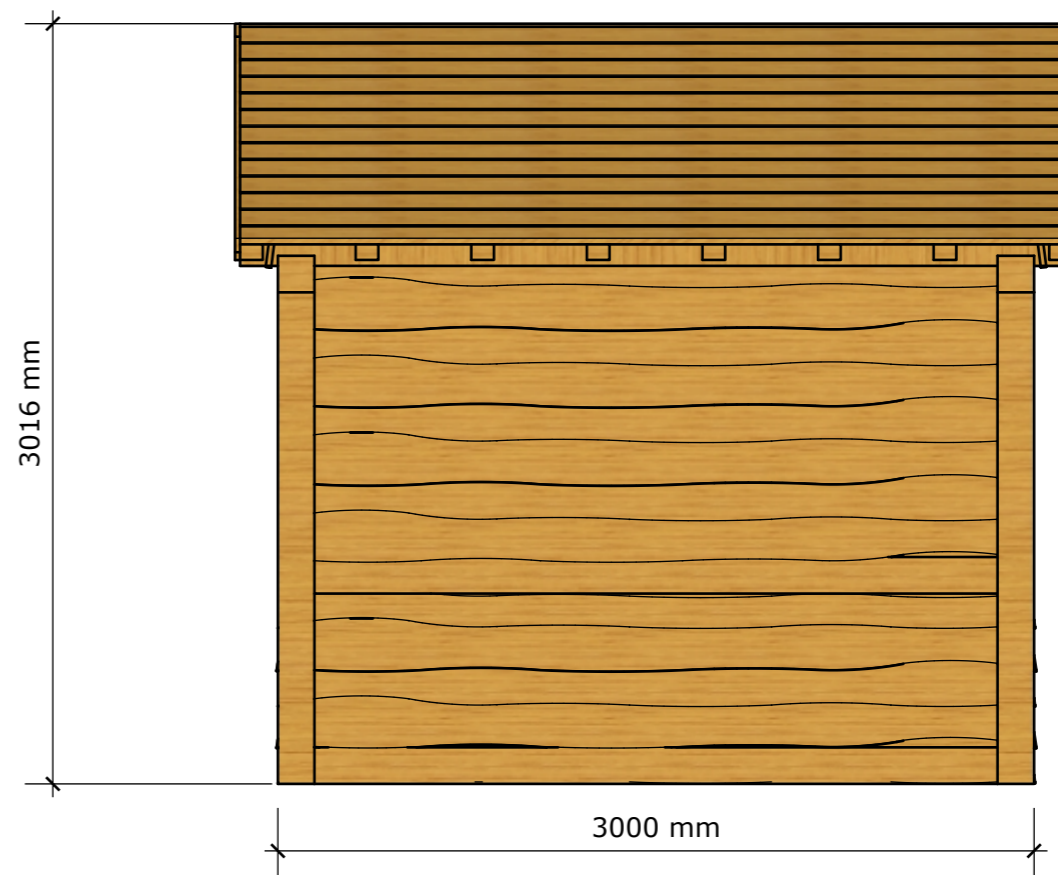
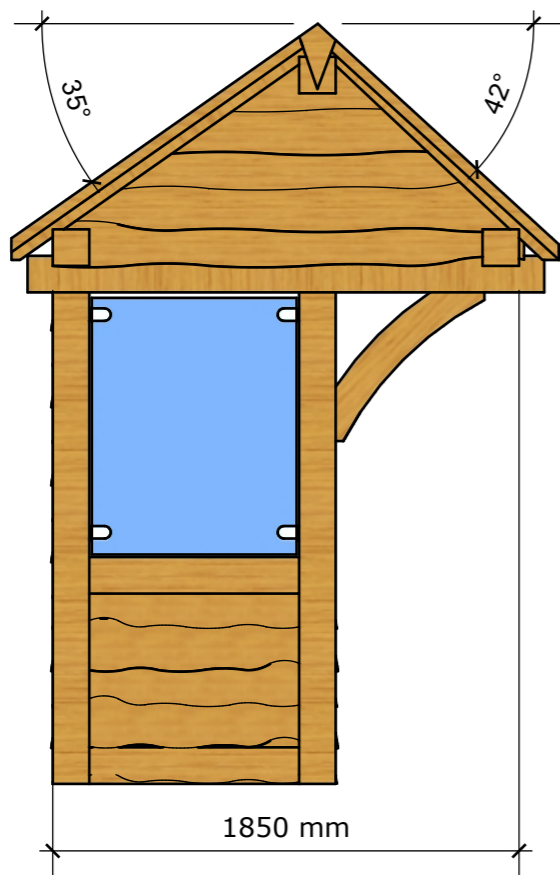
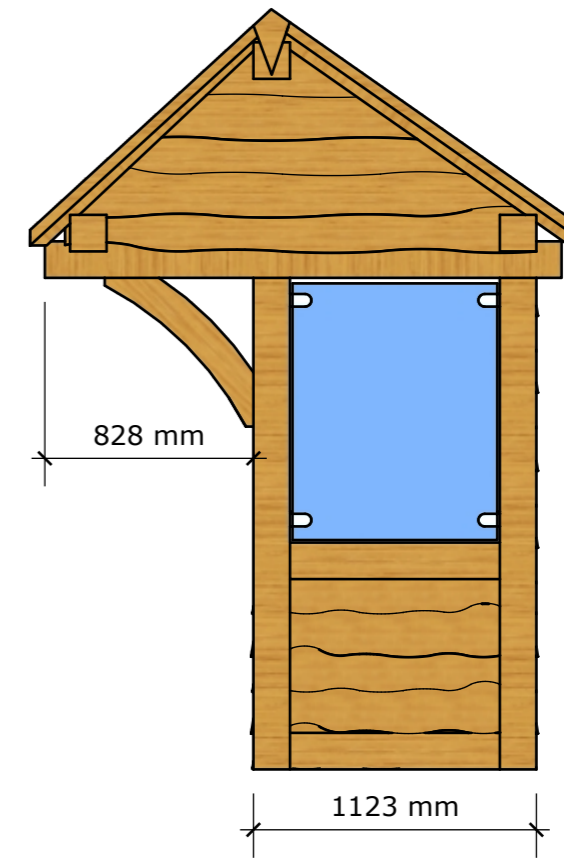
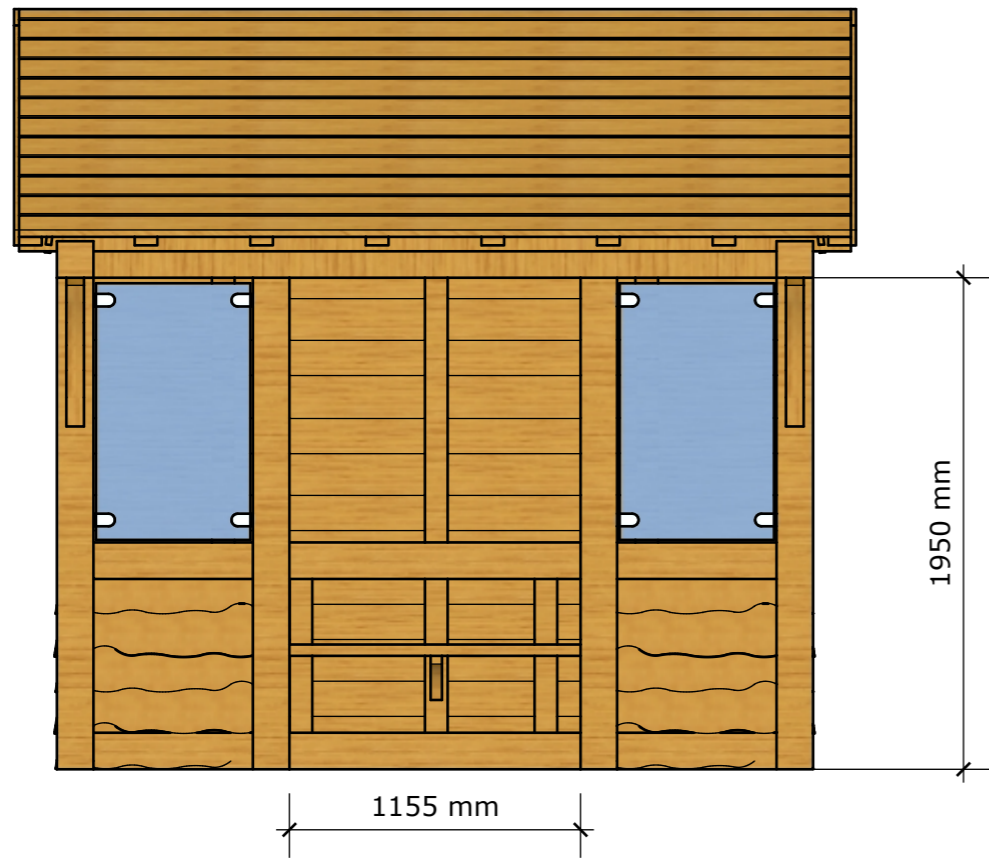
REF: **BUS SHELTER-14-C-001**

REV:

TITLE: **ILLUSTRATIONS**

AUTHOR: **JH**

DATE: **February 9, 2026**



PROJECT: **BUS SHELTER-14**

SCALE: **1:30@A3**

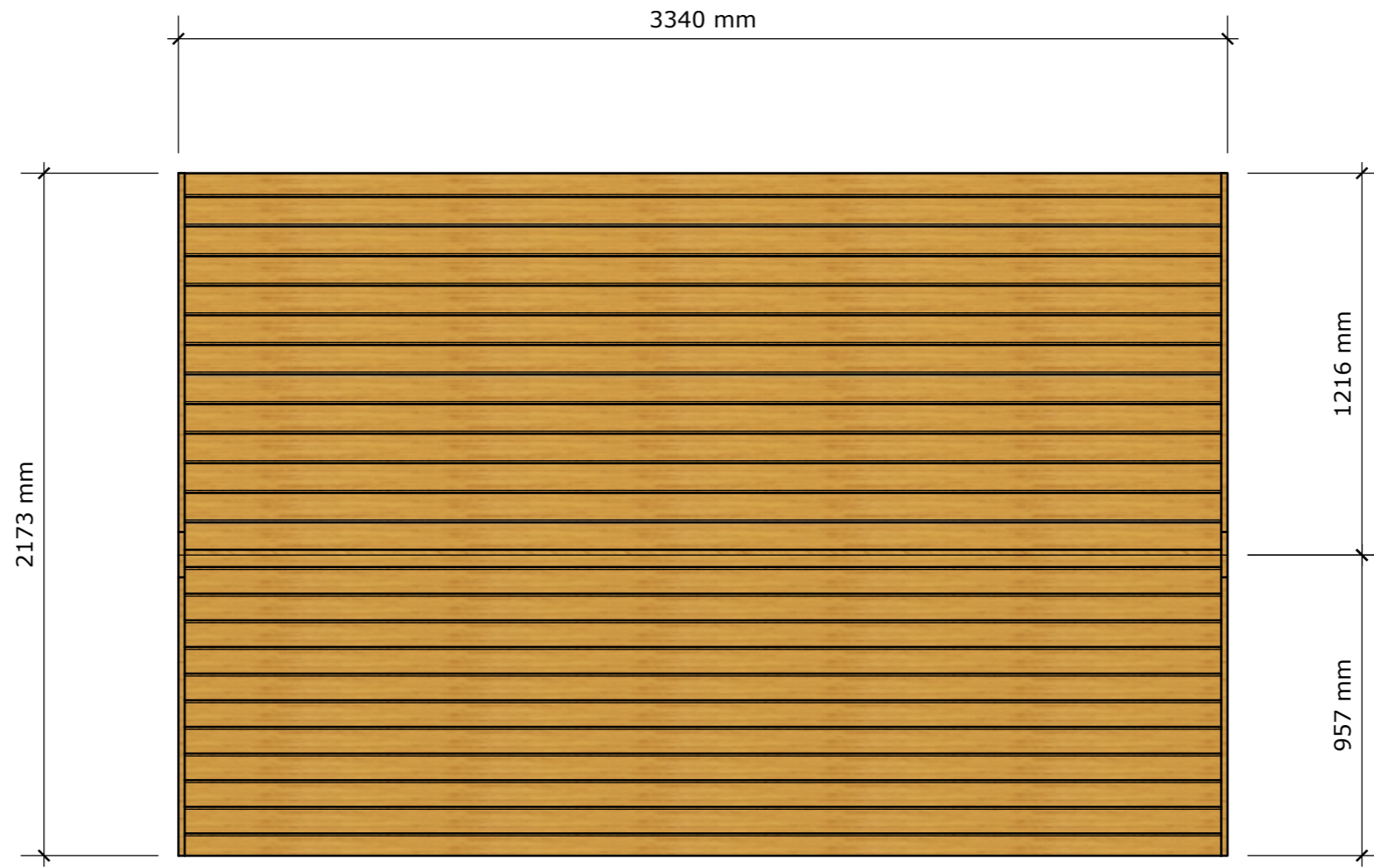
REF: **BUS SHELTER-14-C-001**

REV:

TITLE: **ELEVATIONS**

AUTHOR: **JH**

DATE: **February 9, 2026**



PROJECT: **BUS SHELTER-14**

SCALE: **1:20@A3**

REF: **BUS SHELTER-14-C-001**

REV:

TITLE: **PLAN VIEW**

AUTHOR: **JH**

DATE: **February 9, 2026**

Issued To:

Chris Dyke
Poulshot,
Devizes

Issue Date
Reference
Number

SALES QUOTE

10/02/2026
BS 15
QUO*

Code	Description	Qty	Price/Rate	VAT %	Net
	Manufacture, test fit in our workshop and install traditionally jointed and pegged green oak bus shelter frame with a footprint of 2.2m x 1.1m and a hardwood plywood and fiberglass roof of approx. 4.1m ² . Includes 20mm TG&V air-dried oak boarding to walls, air-dried oak bench and 10mm toughened glass held with stainless steel D clamps. To Made in Oak drawing BUS SHELTER-15-C-001	1.00	9,551.00	20.00	9,551.00
Subject to site survey.	Subject to site survey.	1.00	0.00	20.00	0.00
	Excludes Groundworks	1.00	0.00	20.00	0.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£9,551.00	£1,910.20

Total Net	9,551.00
Total VAT	1,910.20
TOTAL	£11,461.20

Notes:

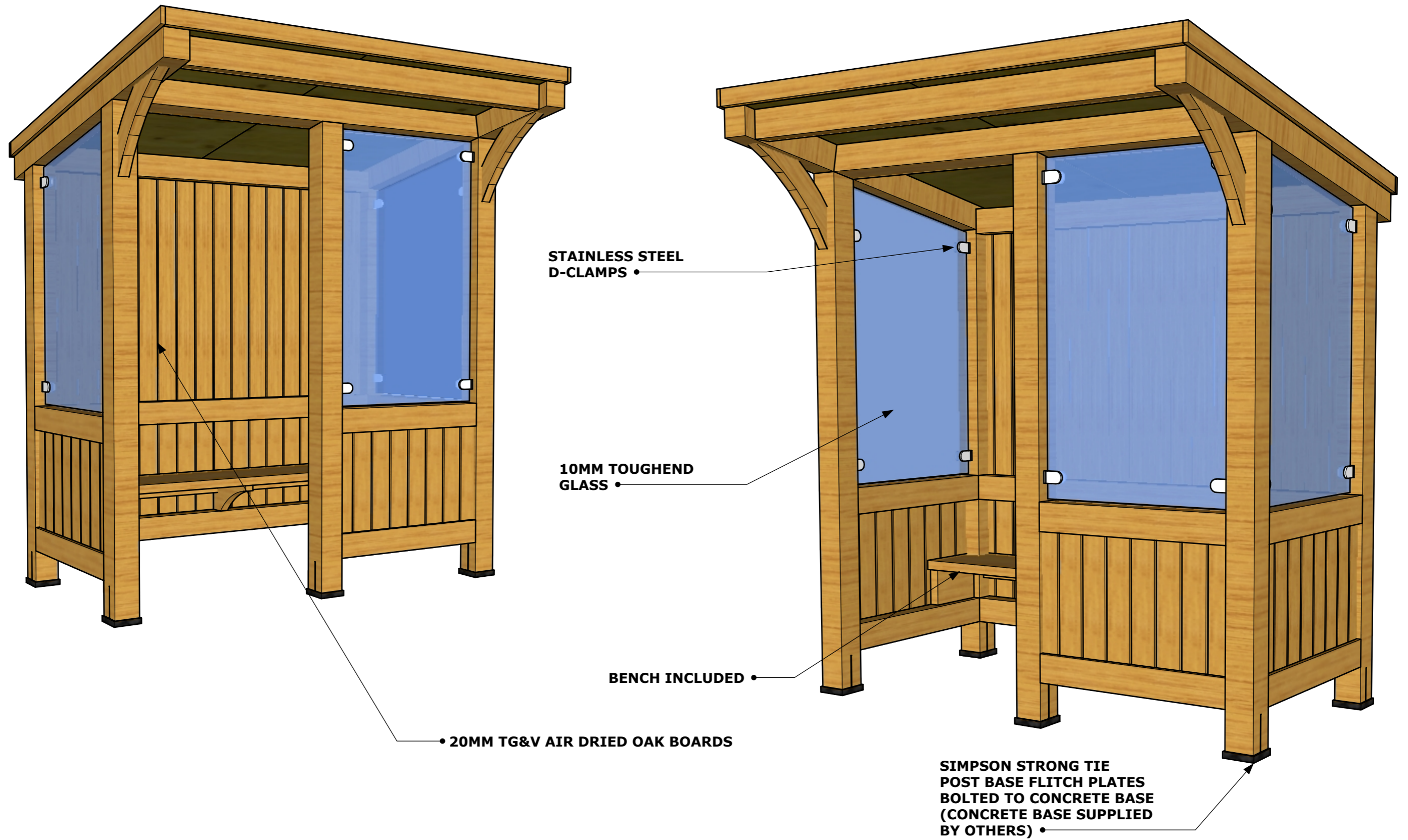
Unless otherwise stated Structural Calculations are not included.
Green oak leaches tannin when wet which can stain surfaces.

Terms and Conditions:

This quote is valid for 30 days from date of document.

Registered in England and Wales No. 07641664 , VAT Registration Number GB 126719211
Registered Address Whychurch Farm, Crudwell Road, Malmesbury, Wiltshire, SN16 9JL, United Kingdom

MADE IN OAK is the trading name of N Houghton Ltd
Company Registration No 07641664
UTR: 14066 17485

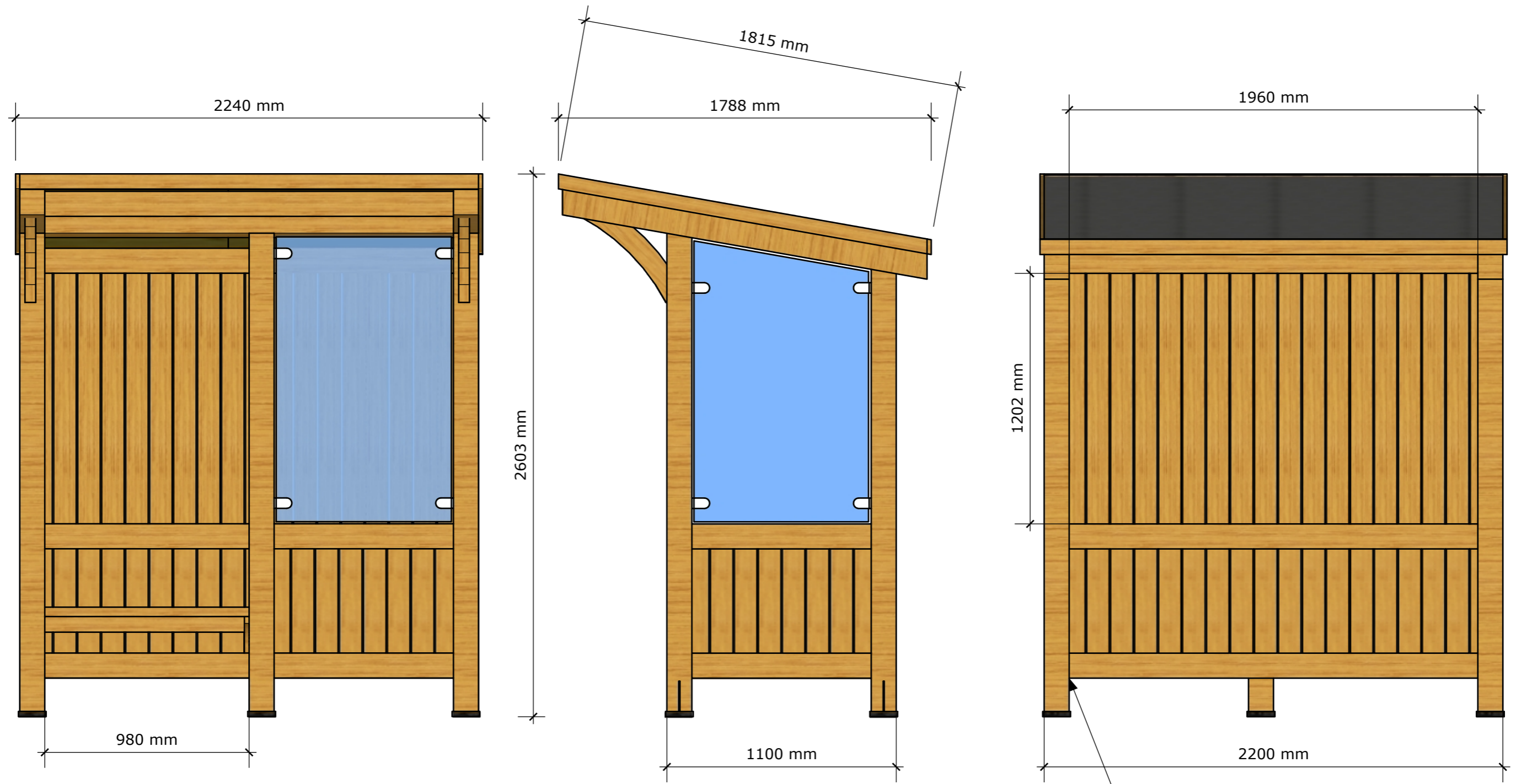


PROJECT:	BUS SHELTER-15	SCALE: NTS	REF: BUS SHELTER-15-C-001	REV:
TITLE:	BUS SHELTER ILLUSTRATIONS	AUTHOR: NH	DATE: February 9, 2026	

**FIBERGLASS ROOF
OVER 18mm HARDWOOD
PLYWOOD •**



PROJECT:	BUS SHELTER-15	SCALE: NTS	REF: BUS SHELTER-15-C-001	REV:
TITLE:	BUS SHELTER ILLUSTRATION REAR VIEW	AUTHOR: NH	DATE: February 9, 2026	



FRONT ELEVATION

RH ELEVATION

REAR ELEVATION

• EX 125X125
GREEN OAK
MAIN FRAME

PROJECT: BUS SHELTER-15	SCALE: 1:20@A3	REF: BUS SHELTER-15-C-001	REV:
TITLE: ELEVATIONS	AUTHOR: NH	DATE: February 9, 2026	

Quote B

Client: Mr C Dyke

Date: 30th Oct 24

Quote

Scope of works; Design, construct & install 3.12m x 1.63m bus shelter as shown in client supplied illustration.

Treated softwood timber frame with toughened/laminated single glazing as shown.

Timberwork to be stained brown with good quality stain.

Roof cover to be natural slate (first grade) or synthetic slate eg, TapcoSlate.

Exclude concrete base.

Total including VAT @ 20%

£5,450

This quote is valid for 90 days



Quote C

Organisation Name: Poulshot Parish Council
Contact Name: Chris Dyke
Address:

Post Code:
Tel:
E-mail:

Date of Quote: 02/03/2026
Quote No: 221A

Delivery Address: Poulshot, Wiltshire (exact location TBC)
What3Words: TBC

	Item	Quantity	Cost	Subtotal	Notes
Shelter Style	St. Neots	1	£ 13,845.00	£ 13,845.00	
Orientation	Front to Road				
Arrivals End	Glazed - 6.4mm Laminated	1	£ -	£ -	
Departures End	Glazed - 6.4mm Laminated	1	£ -	£ -	
Rear	Fully Boarded	1	£ -	£ -	
Front	Glazed - 6.4mm Laminated	1	£ -	£ -	
Optional Extras	None	0	£ -	£ -	

Quote Includes: Supply Only

Delivery & Installation	No. of Shelters:	1	No. of Lorries:	1	
	Mileage from LE:	130	Delivery Cost:	£ 665.00	(up to 140 miles)
	Being Installed by Littlethorpe:	No	Installation Cost:	£ -	
Subtotal			£	14,510.00	
VAT @ 20%			£	2,902.00	
Total			£	17,412.00	

Terms: Payment required within 30 days of Invoice date
To Order: Please complete form below

bus shelters arrive fully assembled on the back of a crane lorry ready to be delivered into pre prepared foundations. We recommend using a local groundworker to carry out the installation, as this is usually the most cost effective method. We can provide ground plans and liaise with them directly to ensure a smooth install, but they would need to have the relevant insurances and NRSWA qualifications in order to work on the highways.



25th February 2026.

QUOTATION.

Our Ref; BS

Dear Chris.

Thank you for your inquiry for a new wooden Bus shelter for your Parish Council. Please find below your Quotation for our “Open” shelter and also attached our brochure with dimensions and specifications. I will also email you photos of our new “Enclosed” shelter with dimensions.

Both shelters are the same price which includes, supply and installation. What is not included is a suitable concrete Base meeting all health and safety regulations.

Your Quotation. (includes supply, installation, delivery and Vat.)

The “Village Rural Bus Shelter.”	£6900.00
Delivery.	200.00
Total Net.	£7100.00
Total Vat.	£1420.00
Total Gross.	£8520.00

We do ask for a confirmation of order 50% Deposit with final payment on completed installation.

Our lead time for supply and installation is between four to six weeks from ordering.

A site visit will be arranged to meet your Council and to look at the logistics of the site.

I hope the above is of help and please contact me by phone or email with any questions about your project.

Kind regards.

Bus Shelter

Dear Parish Councillors,

We would like to introduce our company and our 'village' rural bus shelter.

We are a small Kent based business with long experience in designing, building and installing bespoke garden/outdoor buildings.

Having lived and worked in the countryside all my life, we have now designed our 'village' bus shelter specifically for rural locations.

- Designed to protect and withstand all weathers.
- Most importantly - to look in keeping with the countryside.
- No glass or metal.
- Beautifully seasoned, quality timber, with cedar shingle roofs.
- Attractive, durable, low maintenance, small footprint.
- Shelter size: 2.48m long x 0.73m deep with a roof size of 3.1m long and 1.6m deep
- A bench seat runs along the back panel.
- Quickly installed by ourselves for you.
- 10 year Timber Treatment Guarantee.

We do all the hard work from start to finish so you can sit back on the 'village' rural bus shelter bench.

We are experienced in working with Parish Councils and are aware of budgeting implications and this is reflected in our competitive pricing and as a Parish Council you can reclaim the VAT.



DRAFT

Planning & Survey Working Group Notes

Date 17th February 2026

6.30pm Via Zoom

Membership

Planning	Chair (M Davis) T Hues C Dyke F Nixon
Village Survey	Chair (M Davis) Vice Chair (L Bissett) C Church C Dyke

Present: Cllr Davis - Chair
Cllr Bissett – Vice Chair
Cllr Nixon
Jeannette Young, - Proper Officer

1. Election of Chair for the meeting

The Chairman, Cllr Davis was in attendance and therefore chaired the meeting

2. Apologies

Apologies were received from Cllr Church and Cllr Dyke.
No attendance by Cllr Hues
Substitutions were made by Cllr Bissett for Cllr Dyke on the Planning Working Group and Cllr Nixon for Cllr Church on the Survey Working Group.

3. Declarations of Interest

There were no declarations of interest.

4. Neighbourhood Plan-

There was a discussion on the possibility of creating a Neighbourhood Plan for the village. It was explained that community involvement was needed, some residents of the village would need to be members of a steering group. The steering group would be expected to facilitate consultation gatherings open to all residents. The process of creating a draft, getting it approved,

Poulshot Parish Council

before it going to a referendum where the village electorate could vote to adopt it, or not, was clarified. Community First were contacted to enquire if they were able to offer help and support. Further to the enquiry an online meeting has been arranged for the 5th March 2026, with Cllr Bissett and the Clerk attending. Information from this meeting will be shared with Councillors to help with the decision process. Cllr Davis recommended that the Neighbourhood Plan proposal return to Full Council on 10 March for further consideration and debate, with unanimous agreement from those in attendance.

AOB

Concern was raised over the narrowness of the road adjacent to the Townsend Development. Since the concrete front yard has been removed and curbing installed, there is no longer a pull-off section for vehicles coming around blind 'S' bends. The road has always been narrow (single track), but drivers used the concrete yard to give way to each other, this was especially important with the size of agricultural machinery, that regularly use the road.

DRAFT

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.

Agenda Item 15 &16

Account Balance - 03 Mar 26

	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals
Bank Balances Last Meeting (13 Jan 26)	£19,343.76	£15,113.39	£37,028.71	£85,000.00	£156,485.86
Movement since last meeting	-£8,104.78	£48,322.08	£35.51	-£3,357.93	£36,894.88
Resulting Balances	£11,238.98	£63,435.47	£37,064.22	£81,642.07	£193,380.74
Bank Balances	£11,238.98	£63,435.47	£37,064.22	£85,000.00	£196,738.67
Creditors	£465.40	£0.00	£0.00	£0.00	£0.00
Debtors	£0.00	£0.00	£0.00	£0.00	£0.00
Balances	£10,773.58	£63,435.47	£37,064.22	£85,000.00	£196,273.27
Parish Accounts		Community Fund			
£196,273.27		£74,209.05		£122,064.22	

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	
119	09-Jan-26	31-Dec-25	TALKMOBILE 103984662AE53CED		Subscriptions	DD	PV/26/099		£4.95		
120	14-Jan-26	28-Dec-25	IONOS CLOUD LTD. V50520923-61325025 Dates 28/12/2025-27/01/2026	Inv	Admin including website	DD	PV/26/100		£20.40	£3.40	
121	16-Jan-26	01-Jan-26	ICO ZA095424 Annual Subscription	ICO.00018706259	Subscriptions	DD	PV/26/101		£47.00		
122	29-Jan-26	04-Dec-25	WILTSHIRE COUNCIL 387792 PPC001 Section 106 agreement signed on 19th Nov 25	Payment ID: 2006459421	Community Infrastructure Levy	BGC	RV/26/015	£41,332.64			
123	03-Feb-26	03-Feb-26	SERVICE CHARGES REF : 476663561		Financial Services	PAY	PV/26/102		£4.25		
124	03-Feb-26	25-Jan-26	CHARLTON BAKER LTD	Inv91691	Financial Services	SO	PV/26/103		£18.00	£3.00	
125	09-Feb-26	31-Jan-26	JEANNETTE YOUNG 400000001718237184 PAY/JAN 09FEB26 16:59	Salary Jan	Staff Costs	FPO	PV/26/104		£262.48		
126	09-Feb-26	31-Jan-26	JEANNETTE YOUNG 400000001718237184 EXP/DEC 09FEB26 16:59	Expenses Dec	Expenses incl VH Hire	FPO	PV/26/104		£10.00		
127	09-Feb-26	11-Jan-00	TALKMOBILE 103984662AE53CED		Subscriptions	DD	PV/26/105		£4.95		
128	16-Feb-26	28-Jan-26	IONOS CLOUD LTD. V50520923-65317512 Dates 28/01/2026-27/02/2026	Inv	Admin including website	DD	PV/26/107		£20.40	£3.40	
129	20-Feb-26	01-Mar-26	OPEN SPACES 200000001715203659 69260 PPC 2026 405240 10 20FEB26 17:57	Member No. 69260	Subscriptions	FPO	PV/26/108		£45.00		
130	02-Mar-26	28-Jan-26	IDVERDE LIMITED Jan 26 POUJ02 10960524 Works Date: 01/01/2026 - 31/01/2026	Inv10960524	Green and other maintenance	FPO	PV/26/098		£216.00	£36.00	
131	02-Mar-26	31-Oct-25	DANIEL G SCOTT Microsoft Office 01MAR26 17:31 Nov25-Oct26 Subscription: Microsoft 365 Personal	Inv10960524	Subscriptions	FPO	PV/26/078		£84.99		
132	02-Mar-26	28-Feb-26	JEANNETTE YOUNG 400000001729365200 PAY/FEB 01MAR26 17:23	Salary Feb	Staff Costs	FPO	PV/26/109		£351.07		
133	02-Mar-26	28-Feb-26	JEANNETTE YOUNG 400000001729365200 EXP/JAN 01MAR26 17:23	Expenses Jan	Expenses incl VH Hire	FPO	PV/26/109		£18.10		
134	02-Mar-26	09-Nov-25	JEANNETTE YOUNG 300000001727916982 PRINTER INK sNOV25 208458 10 01MAR26 17:22	GB58R1086AEUI	Expenses incl VH Hire	FPO	PV/26/097		£22.32	£3.72	
135	02-Mar-26	28-Oct-25	POULSHOT PARISH CO 309263 07345969 01MAR26 Transfer for Election Costs	Inv92051926	election Fees	TFR	RV/26/016	£280.00			
136	02-Mar-26	28-Nov-25	POULSHOT PARISH CO 309263 07345969 01MAR26 Tree Grant - Claim#1 72%	WC24-25-19	Donation	TFR	PV/26/096		£7,254.87		
137	02-Mar-26	27-Jan-26	POULSHOT PARISH CO 309263 07345969 01MAR26	Payment ID: 2006459421	Community Infrastructure Levy	TFR	PV/26/110		£41,332.64		
								£	41,612.64	£49,717.42	£49.52
								Monthly Balance	-£	8,104.78	

Pending Invoices

Ser	Date Bank Statement	Invoice Date	Details	Invoice Number	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
139		25-Feb-26	CHARLTON BAKER LTD	Inv92987	Financial Services	SO	PV/26/111		£18.00	£3.00
140		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
		tbc	Green Tree Works - Authorised Work Not Completed		Green and other maintenance				£445.00	£56.00
								£0.00	£465.40	£59.40

Note.

Anticipated Transactions Before Next Meeting

Ser	Date Bank Statement	Invoice Date	Details	Category of Spend	Ch/Ref	V No	Receipts	Payments
		Monthly	1&1 Internet Ltd (V50520923-290486224) Inv TBC £20.40 pcm	Admin including website	DD			£40.80
		Monthly	Charlton Baker Inv - Monthly (£18.00 pcm)	Payroll Service Fee	SO			£36.00
		tbc	idVerde - Monthly at GBP216.00	Green and other maintenance				£216.00
		monthly	bank charges	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				£500.00
							£0.00	£1,078.13

Uncommitted Precept 2024/25	£10,773.58	Treasure's Ac Balance	minus	Anticipated Spend + Pending Invoices	£1,078.13
	£9,695.45				