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

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*

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:	14th May 2026	

8/26/27.2

Application No:	PL/2026/02402	

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.

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.
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.
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.

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.

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

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 Bi8ssett, 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 UNANOMOUSLY 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

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.

22/26/27Access 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

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).

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.....28/7/26