

# **POULSHOT PARISH COUNCIL**

## **MINUTES OF THE FULL COUNCIL MEETING HELD IN THE VILLAGE HALL TUESDAY 11<sup>TH</sup> NOVEMBER 2025 AT 7.30 PM**

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

**OFFICER:** Jeannette Young (Clerk)

**PUBLIC PARTICIPATION:** 10 members of the public were in attendance.

- A question was asked for further information on agenda item 13 - Boundary Fence
- Thanks were made to everyone attending the Firework night. The working group handed over £350 collected from donations to Members for adding to the Parish Councils bank account.

### **104/25/26 Apologies**

No apologies received as all were present.

### **105/25/26 Declarations of Interest**

All Members declared their interests regarding the Tree Protection Order Planning Application for tree maintenance on the Green.

### **106/25/26 Minutes**

It was proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY RESOLVED to confirm the Minutes of the Extraordinary meeting of the Parish Council held on 14<sup>th</sup> October 2025 as a true record. The Minutes were duly signed by the Chairman, Cllr Davis.

### **107/25/26 Chairman's Announcements**

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- The Chairman declared that the Solar Farm was given planning approval at the Wiltshire Council Strategic Planning meeting on the 23 October. He applauded and thanked all those who spoke in objection to the Solar Farm and stated they spoke well. He was however very disappointed to hear that the Planning Officer had not visited the site and had only done a desk top appraisal, therefore he asked that a letter of complaint be sent to the Wiltshire Council's CEO regarding the lack of visual and physical consideration of the site and village disruption that would result from this approval.
- It was announced that there is still a vacancy on the Council and anyone wishing to apply to contact the Clerk.
- The Chairman also stated that the traffic situation in Devizes was terrible, the town is in a constant traffic jam, it is taking up to 50 minutes to cross, from one side of town to the other. The traffic is exasperated by the temporary one-way system through the marketplace and the 5 new housing developments, along with several temporary traffic lights and the roadworks at Black Dog Crossroads.

### **108/25/26 Police Report**

The police report was NOTED

### **109/25/26 Update from Wiltshire Councillor Tamara Reay**

- Cllr Reay started by explaining that Wiltshire Council needs to make up £6 million with the pressure on Children and Adult services
- Wiltshire Council meetings are taking an extraordinary amount of time due to no overall control of a political party, the meeting held last week lasted 12 hours.
- Community Governance next stage is being considered, and a survey should be expected in the next few weeks. This will be to consider boundaries and electoral register tolerance within these boundaries
- After concerns were raised about road repairs, it was stated that there would be a schedule for these and top finish would be carried out in the Spring. Following an explanation of the ongoing costs incurred from repeated pothole repairs and resurfacing works carried out by the highways team, Members questioned why the road is allowed to be closed so frequently, noting that each closure adversely affects local businesses, residents, and visitors. It was suggested that a letter of objection was composed and submitted to the Highways department.

### **110/25/26 Planning**

The following Planning Applications PL/2025/08384 & PL/2025/08172 were consideration and it was proposed by Cllr Bissett, seconded by Cllr Dyke and unanimously agreed there were no objections.

|                 |               |
|-----------------|---------------|
| Application No: | PL/2025/08384 |
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|-------------------|--|
| Application Type: | Notification of proposed works to trees in a conservation area   |
| Proposal:         | T1 Lime - Reduce in height by up to 3m.  |
| Site Address:     | ST PETERS CHURCH, POULSHOT, SN10 1SB   |
| Application No.   | <a href="#">PL/2025/08172</a> -  |
| Application Type: | Notification of proposed works to trees in a conservation area   |
| Proposal:         | T1 Oak - Remove low extended limb over play area. Remove deadwood in outer and inner crown and reduce remaining crown by up to 2m to suitable pruning points. Shape to leave in good form. |
| Site Location:    | OLD RECTORY, POULSHOT ROAD, POULSHOT, DEVIZES, SN10 1RY  |

The following planning application was NOTED.

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|--|--|
| Notification of proposed works to trees in a conservation area <a href="#">PL/2025/08449</a> - |  |
| Site Location:   | THE GREEN, POULSHOT, DEVIZES, SN10 1RT   |
| Proposal:  | T8 – Walnut tree – crown reduction by up to 3m to give 3m clearance from building T13 – Lime tree – crown lift to 3m for pedestrian access and 5.2m for vehicle access T14 – Cherry Plum tree- reduce crown T15 – Cherry Plum tree – reduce crown T16 – Unspecified tree – crown lift to 3m for pedestrian access and reduce lateral spread of canopy by 2m and remove one hanging branch T25 – Horse Chestnut tree – fell T27 – Horse Chestnut tree – reduce crown by up to 4m T28 – Horse Chestnut tree – reduce canopy by up to 4m to suitable live growth T29 – Horse Chestnut tree – reduce canopy by 2m T37 – Lime tree – fell T38 – Unspecified tree - fell |
| Applicant Name:  | PPC  |

### **111/25/26 Townsend Development Update from Gaigers**

The update from Gaigers was NOTED along with the proposed white gates and their location.

### **112/25/26 Allotment Let**

It was NOTED that all four plots are now taken.

### **113/25/26 Royal Society for the Prevention of Accidents (RoSPA)**

The RoSPA was considered and NOTED, with confirmation given that it would be published on the website.

### **114/25/26 Permission Request to use Village Green**

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Members considered the request to use the Village Green for the Annual Vintage Vehicle Gathering for The Dorothy House Hospice Charity in June 2026. Concern was raised about the organisers funding the insurance for the event out of their own pockets, so it was suggested that they apply for a grant or donation to cover the cost. It was then proposed by Cllr Dyke, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to grant permission for the use of the Village Green on Wednesday 17<sup>th</sup> June 2026 from approximately 6.00pm to 10pm to the Annual Vintage Vehicle Gathering Group on provision of the completed formal Permissions Form, Risk Assessment and Insurance Cover.

### 115/25/26 Updates from Members on Delegated Actions

- **Bus Shelter**

Cllr Dyke stated that he had been researching a new design for the proposed bus shelter and been in touch with Wiltshire Council regarding locations and acceptability. It was also mentioned that it would be nice to speak with Gaigers again regarding their proposed bus shelter, if designs could be complimented and who would own the bus shelter at the new development.

- **White Gates -LHFIG**

Cllrs Church provided information on White Gates for the village. White gates cost and installation from Wiltshire Council without additional signage and depending on width of gate required, around £1,200 per gate including suitable foundations. A village nameplate on 2 new posts costs up to £375. If a road safety message such as 'Please drive carefully' is included, there's an additional £130. It was suggested that Cllr Church approach LHFIG for help with funding.

- **SIDs**

Cllr Church explained that Wiltshire Council's costing were for socket and post supply and installation ready for SIDs to be - £400 per site x 2 = £800 Cllr Church was requested to submit 3 quotes to the next meeting in January for consideration by members.

- **Speed Watch**

A traffic survey has been requested and there will be 2 cables placed across the road by The Raven, dates to be confirmed.

- **Change of emails to .Org or .Gov**

Cllr Dyke has changed the emails to use the .Org domain and will be working on the website over the next few weeks.

### 116/25/26 Boundary of Wellbeing Open Space (WOS)

Members discussed the continuation of the post and rail fence around the boundary on the WOS land and after much deliberation it was proposed by Cllr Davis, seconded by Cllr Dyke and AGREED (*with the Chair using the casting vote*), to leave the existing fence as is with no extension added.

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### **117/25/26 Neighbourhood Plan**

Following a request from a Poulshot resident, members considered the creation of a Neighbourhood Plan (NP). There were a few comments on cost and regulations around a NP, also how effective it could be, also that Community First in Devizes may help with guidance. It was thought that before any further consideration of a NP a working group should be set up. It was therefore proposed by Cllr Davis, seconded by Cllr Bissett and UNANIMOUSLY AGREED to request Terms of Reference for a NP Working Group be created and taken to the next meeting in January for consideration, before membership can be agreed and a NP be possibly progressed.

### **118/25/26 South Western Ambulance Charity Request for Donation**

Following a request from South Western Ambulance Charity for a 1% donation of £300 for buying, converting and equipping a second Community Response Vehicle (CRV) total cost is £30,000. Members NOTED that the free CPR training being offered if a donation was made was already offered, however there was much positive discussion on how useful it was to have first responders within rural locations with some Members having firsthand experience of needing such emergency attendance. It was also noted that all First Responders were volunteers who made themselves available for a minimum of 12 hours a week. It was therefore proposed by Cllr Bissett, seconded by Cllr Hues and UNANIMOUSLY RESOLVED to make a £300. donation to South Western Ambulance Charity towards the sole provision of a second Community Response Vehicle, funds to be taken from account ending 969.

Awarded under the General Power of Competence

### **119/25/26 Finance Report and Bank Balances.**

Members received and NOTED report, showing balances of.

Total Funds = £149,099.19

Parish Accounts =£ 27,105.01

Community Fund = £121,994.18

### **120/25/26 Financial Expenditure.**

After consideration it was proposed by Cllr Bissett, seconded by Cllr Nixon and UNANIMOUSLY RESOLVED to approve the expenditure report, showing payments of £5,511.98.

### **121/25/26 Six-Month Budget Status Report**

Members NOTED the status of the attached 2025-2026 budget.

### **122/25/26 Draft Budget for Financial Year 2026/2027**

Due to not receiving the draft budget for the financial year 2026/2027, it was proposed by Cllr Bissett, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to request a Finance Working Group meeting, to be held either on

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the 26<sup>th</sup> November or the 3<sup>rd</sup> of December at 6.30pm (UK time) via Zoom to discuss with the RFO and Clerk what allocation of funds are needed for the proposed draft budget for 26/27.

### **123/25/26 Date of Next Meeting**

The next meeting date of 13<sup>th</sup> January 2026 was NOTED

### **124/25/26 Confidential Session**

It was proposed by Cllr Bissett, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to go into a Confidential Session. Cllr Davis requested members of the public to leave the meeting.

### **125/25/26 Meeting Extension**

To comply with the Standing Orders and the agreement to continue the meeting after 2 hours, it was proposed by Cllr Bissett, seconded by Cllr Church and UNANIMOUSLY AGREED to extend the meeting by 30 minutes or on the completion of the last item which ever happened first.

### **126/25/26 Confidential Minutes of the 14<sup>th</sup> October 2025**

It was proposed by Cllr Dyke, seconded by Cllr Bissett and UNANIMOUSLY AGREED that the Confidential Minutes of the 14<sup>th</sup> October 2025 were a true record of the meeting, these were then duly signed by the Chair, Cllr Davis.

**Meeting Ended at 21.36**

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### 92/25/26 Planning

The following Planning Applications were consideration and comments agreed.

#### 92/25/26.1

|                   |   |  |
|-------------------|---|--|
| Officer's Name:   | Fiona Webb  | It was proposed by Cllr Bissett, seconded by Cllr Davis and unanimously agreed there were no objections to PL/2025/07314 |
| Application No:   | PL/2025/07314   |  |
| Application Type: | Listed building consent (Alt/Ext)   |  |
| Proposal:         | Remove existing unsuitable materials and replacing with breathable alternatives which will help alleviate damp and preserve the fabric of the building. |  |
| Site Address:     | TOWNSEND FARMHOUSE, TOWNSEND, POULSHOT, DEVIZES, SN10 1SD   |  |

#### 92/25/26.2

|                   |   |  |
|-------------------|---|--|
| Officer's Name:   | Sue Morgan  | It was proposed by Cllr Davis, seconded by Cllr Bissett and unanimously agreed there were no |
| Application No:   | PL/2025/07811   |  |
| Application Type: | Notification of proposed works to trees in a conservation area                        |  |
| Proposal:         | T1 & T2 - 2 x Silver Birch trees - crown lift to 3m T3 - Red Norway Maple tree - fell |  |

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|---------------|--|--------------------------------|
| Site Address: | WHITE BUNGALOW, 2 TOWNSEND,<br>POULSHOT, DEVIZES, SN10 1SD | objections to<br>PL/2025/07811 |
|---------------|--|--------------------------------|

### 93/25/26 Tree Maintenance Quotes

Members considered all three quotes, including contractor 3 whose submission arrived too late for publishing on the agenda.

|              |                        |  |
|--------------|------------------------|--|
| Contractor 1 | £9,720.00 includes VAT |  |
| Contractor 2 | £6,150.00 includes VAT |  |
| Contractor 3 | £6,870.00 includes VAT |  |

After several questions about where funding would come from, it was proposed by Cllr Davis, seconded by Cllr Dyke and UNANIMOUSLY RESOLVED to go with Contractor 2, whose quote was for £6150.00 this being to complete the first stage of tree maintenance on the Village Green, with funds to be taken as follows £500 from the budget, £2000 from earmarked reserves, and the remaining £3650 to be taken from the instant access account ending in 569.

### 94/25/26 Village Orchard

After much discussion, a proposal was made by Councillor Davis, seconded by Councillor Bissett, and AGREED that communication would be made with the contractor and grant provider to organise a site meeting, to establish the location of the trees for the previously approved Orchard, being funded by Trees for Climate Grant, from Great Western Community Forest in association with Wiltshire Council, agreed planting to take place in November.

*For reference Minutes 97/24/25, 20/25/26 & 53/25/26*

### 95/25/26 Grant Application

Members considered the Grant Application and accompanying documents from the Village Hall. There were several positive comments on the provided documents and thanks offered for such a well put together application. There was one suggestion made, that to try and future proof some elements, maybe installation of USB type Cs should be considered instead of just USB sockets. It was proposed by Cllr Bissett, seconded by Cllr Hues and UNANIMOUSLY RESOLVED to approve the request for £2850.00 for essential electrical upgrades at Poulshot Village Hal, these to include replacing recessed LED downlights, pendants with moisture-proof strip lights, installing USB sockets, replacing external floodlights, kitchen power adjustments, and adding panel lights, with funding to be taken from the Community Fund.

Score 18/21



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Awarded under the General Power of Competence

### **96/25/26 Permissions Application**

The application from the Firework Event Working Group (FEWG), to use the Green Gardens for the 7<sup>th</sup> of November 2025 for Bonfire and Fireworks was considered. It was confirmed the Health and Safety Risk Assessment had been received and also stated that marshals would be provided with fluorescent waistcoats, with confirmation given that the event would be covered by the Councils Insurance. It was therefore proposed by Cllr Nixon, seconded by Cllr Bissett and UNANIMOUSLY AGREED to give permission to the Firework Event Working Group to use the Green Gardens for the annual Bonfire and Fireworks display.

### **97/25/26 S106 Agreement**

Members reviewed the S106 Side Agreement for Higher Green Farm, Poulshot, Wiltshire, and considered its approval. After clarification on the procedure it was proposed by Cllr Nixon, seconded by Cllr Hues and UNANIMOUSLY RESOLVED that the Chair, Cllr Davis and the Vice-Chair, Cllr Bissett sign the S106 Side Agreement on behalf of Poulshot Parish Council. The signing of the Side Agreement was witnessed by the Clerk, Jeannette Young.

### **98/25/26 New Working Group Terms of Reference**

Members discussed the naming of the new working group, its membership and reviewed the terms of reference, before it being proposed by Cllr Dyke, seconded by Cllr Davis and UNANIMOUSLY AGREED the name of the working group should be;- The Wellbeing Open Space, with membership to be 4 Cllrs Hues, Bissett, Dyke and Nixon, and the provided terms of reference adopted, prior to the permissions form being amended and brought back to Members for consideration and approval.

### **99/25/26 Skip Hire**

Members considered the request to approve the extra cost of skip hire due to the invasive plant material. It was then proposed by Cllr Bissett, seconded by Cllr Dyke and UNANIMOUSLY AGREED to approve the skip hire at the extra cost of £345.00 + VAT in relation to the pond clearing and special disposal requirements of the invasive plant material, funding to come from reserves, account ending 969.

### **100/25/26 Date of next Meeting**

The date of 11<sup>th</sup> November 2025 for the next meeting was NOTED.

### **101/25/26 Confidential Session**

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It was proposed by Cllr Davis, seconded by Cllr Bissett and UNANIMOUSLY RESOLVED to go into a Confidential Session. Cllr Davis requested members of the public to leave the meeting.

### **102/25/26 Confidential Minutes of the 9<sup>th</sup> of September 2025**

It was therefore proposed by Cllr Dyke, seconded by Cllr Bissett and AGREED that the Confidential Minutes of the 9<sup>th</sup> of September 2025 were a true record of the meeting, with the discussed comments held with them, these were then duly signed by the Chair, Cllr Davis.

### **103/25/26 RFO**

Offer of contract to be made.

Meeting ended at 21:01

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