

POULSHOT PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING 19 MAY 2014, 7.50PM
THE VILLAGE HALL, POULSHOT
MINUTES

Present: Councillors: Mr G Collett (Chairman); Mr A Baber; Mr T Coleman; Mr B Hamilton; Mr S Housby; Mr T Nixon; Mr J Seed (WC)[for part].

Apologies: Councillor: Mr N Hunloke.

Also present: 9 members of the public; Mr P Baxter (Locum Clerk).

ACTION

14/15/017 Election of Chairman

It was proposed by Cllr Housby, seconded by Cllr Nixon and with all **agreed** that Cllr Collett be Chairman for the ensuing year. The Declaration of Acceptance of Office was signed.

14/15/018 Election of Vice Chairman

It was proposed by Cllr Collett, seconded by Cllr Coleman and with all **agreed** that Cllr Housby be Vice Chairman for the ensuing year. The Declaration of Acceptance of Office was signed.

14/15/019 Declarations of interest

There were none.

14/15/020 Minutes of the last meeting of the Council

The Minutes of the last meeting were **agreed** and signed by the Chairman.

14/15/021 Chairman's announcements

The Chairman reported that negotiations for the development of Higher Green Farm were moving forward. The Vice Chairman noted that the Melksham Area Board had a mixed and vibrant agenda, although many issues were centred on the town. Grants were available for rural community projects and he urged consideration for their local potential.

14/15/022 Public participation

The Chairman set out the rules for participation and invited comment. Public comments were made on the placing of notices on The Green, and the hazard caused by long grass in the central reservation of the A361. Cllr Coleman undertook to report the issue to Highways dept for urgent attention.

14/15/023 Wiltshire Councillor's report

Cllr Seed reflected on the year past, with the largest local issue being the debate over the solar farm application. The Parish Council and the community were commended for the quality of debate and the exercise of democratic process. Flooding had also been an issue. Cllr Seed also noted the availability of grants for projects, and commented on the success of the Community Area Traffic Group supported by Cllr Coleman from this Council. The Youth Service review would see an improvement in outreach resources for rural young people.

14/15/024 Review of Standing Orders and Financial Regulations.

The Clerk introduced revised Standing Orders drawn from the NALC 2013 Model. It was proposed by Cllr Coleman, seconded by Cllr Housby and with all **agreed** that the revised Model, amended for local purposes, be adopted. The Clerk, as Responsible Financial Officer, also introduced revised Financial Regulations, drawn from the NALC 2014 Model. It was proposed by Cllr Hamilton, seconded by Cllr Nixon and with all **agreed** that the revised Model, amended d for local purposes, be adopted.

14/15/025 Review of nominations to external bodies and reporting back

It was **agreed** that Cllr Coleman represent the Council at the Community Area Traffic Group, and that Cllr Housby represent the Council at the Melksham Area Board, substituted by Cllr Hamilton when required.

14/15/026 Review of memberships of the Council and staff of other bodies

It was proposed by Cllr Hamilton, seconded by Cllr Housby and with all **agreed** that membership be renewed for Community First, the Wiltshire Association of Local Councils, and that support continue for the Clerk's membership of the Society of Local Council Clerks. It was also **agreed** to defer consideration of membership of Open Spaces to a future meeting.

14/15/027 Health & Safety

The Clerk introduced a proposed Health & Safety Policy Statement, to be re-affirmed at each Annual Meeting of the Council. It was proposed by Cllr Housby, seconded by Cllr Coleman and with all **agreed** that the Chairman sign the Statement on behalf of the Council.

14/15/028 Freedom of Information

The Clerk advised that the Council is required to have a Publication Scheme, as set out by the Information Commissioner's Office. It was proposed by Cllr Baber, seconded by Cllr Coleman and with all **agreed** that the draft Policy and Scheme be adopted.

TC

14/15/029 Complaints Policy

The Clerk introduced a draft Complaints Policy. It was proposed by Cllr Hamilton, seconded by Cllr Nixon and with all **agreed** that the Policy be adopted.

14/15/030 Assets Register

The Clerk, as Responsible Financial Officer, introduced the Asset Register for 2013-14, re-stating those assets previously recorded and adding new acquisitions, noting that depreciation is not to be taken into account in such a register. It was proposed by Cllr Coleman, seconded by Cllr Baber and with all **agreed** that the Register be adopted.

14/15/031 Insurances

The Clerk reported receipt of renewal terms for the Council's insurances, noting that these were for the second year of a three-year Long Term Agreement. With no changes in the Council's requirements, it was proposed by Cllr Coleman, seconded by Cllr Nixon and with all **agreed** that the terms be accepted and renewal arranged.

14/15/032 Accounts for year 2013-14

The Responsible Financial Officer presented accounting statements for the year 2013-14, that had been the subject of Internal Audit. It was proposed by Cllr Nixon, seconded by Cllr Coleman and with all **agreed** that the accounts be accepted.

14/15/033 Budget for 2014-15

The Responsible Financial Officer presented a draft budget for 2014-15, reporting the distribution of general and earmarked reserves. It was noted that agreement remains outstanding with the Ladies Club for a proportional repayment of the sum expended on the embroidery framing for the Village Hall, which would provide additional in-year income. This matter would be discussed at the next meeting. It was proposed by Cllr Housby, seconded by Cllr Coleman and with all **agreed** that the Budget be adopted.

14/15/034 Highways – 'in principle' contribution to costs of Highways dept.

It was proposed by Cllr Nixon, seconded by Cllr Coleman and with all **agreed** that a sum of £500 be set aside should a contribution to costs be necessary for the installation of a crossing facility on the A361.

14/15/035 Internal and External Audit 2013-14

The Responsible Financial Officer reported that the Internal Auditor had returned the accounts with no actions arising, and had signed the certificate for the External Auditor. The Council conducted its annual governance review and it was **agreed** that the Chairman sign the relevant Statements on the Annual Return.

14/15/036 Dates, times and place of future meetings of the Council

It was proposed by Cllr Baber, seconded by Cllr Housby and with all **agreed** that the Council change its meeting schedule to the first Tuesday of alternate months, commencing on 1 July, meeting at 7.30pm in the Village Hall.

14/15/037 Planning matters

The following decisions were reported:

14/01885/FUL Home Close, Barley Hill Lane – single storey rear extension;

14/01395/LBC Stansfield Cottage, 60 Poulshot Road – demolish rear extensions, reconstruct part ground and first floor, renew windows to match, re-render wall;

14/01398/FUL Stansfield Cottage, 60 Poulshot Road – as above.

All approved with conditions.

14/03115/TCA 73 Poulshot Road – works to trees;

14/03382/TCA Green Gardens – 40 willow trees, reductions and felling;

No objections had been made.

The Council considered the following applications:

14/04273/FUL 72 The Green – single storey extension;

14/04670/TCA Green Gardens – fell 40 willow trees (revised application)

14/04778/TCA Larimar, 11 Barley Hill Lane – fell 2 ash trees.

No objections were made.

14/15/038 Tree Preservation Order (TPO) process

The Clerk reported on his investigations arising from the last meeting, noting that the Planning Authority will consider making TPOs upon application from either a person or the Parish Council. It was suggested that the Village Trust may consider undertaking a survey of suitable trees, and make such applications. The Clerk undertook to write to the Trust inviting it to consider such a project.

14/15/039 Use of The Green

The Clerk reported receipt of an application to use The Green to support a Carriage Drive on 30 June. The proposal was **agreed**, subject to weather and the ground then being suitable. The Clerk also reported

PB

PB

receipt of an application from Pippin Construction Ltd to temporarily store building materials and park vehicles on a part of The Green, whilst undertaking construction work adjacent. It was reported that parking of vehicles within the distances in use was already permitted in law. It was proposed by Cllr Coleman, seconded by Cllr Collett, that the applicant be required to remove the portable toilet cubicle from view and to make every effort to remove building materials to a position inside the site as soon as possible after deliveries, to protect the visual amenity of The Green. On being put to a vote, 4 were for and 2 against. The motion being **carried**, the Clerk was asked to respond to Pippin accordingly.

14/15/040 Green Garden benches

The Clerk reported receipt of a letter of thanks from Mr Souden for the recent placing of a memorial bench. Some concern was expressed that there were now sufficient benches in the Green Gardens, and that the Council, as owner of the land, might wish to make a Policy for their future control. It was proposed by Cllr Collett, seconded by Cllr Nixon, that there should be no further benches installed in the Green Gardens. Upon being put to the vote, 4 were for and 2 against. The motion being **carried**, the Clerk was asked to advise the Village Trust accordingly.

14/15/041 Disbursements

The following payments were authorised:

Chq	£
468 WALC (Subs)	120.77
469 Community First (Subs)	36.00
470 Community First Trading (Insurance)	364.57
471 J S Weeks & Co (Internal audit)	96.00
472 AlphaPrint.Me (Printing)	22.80
473 P Baxter (SLCC Subs expense)	43.00
474 S J Franklin (Grass cutting)	372.00

14/15/042 Correspondence

The Clerk reported a response from Wiltshire Council arising from Mrs Hamilton's letter requesting that Wiltshire Council be asked to, in future, refer solar farm applications to the Strategic Planning Committee, as per their published constitutional planning procedures. The Clerk advised that Wiltshire Council had stated that they follow recent Government guidance on the management of such applications and that their published Constitutional governance procedures are being reviewed to accommodate this.

14/15/043 Date of Next Ordinary Council Meeting

The date of the next meeting was agreed as Tuesday 1 July, at 7.30pm in the Village Hall.

14/15/044 Items of Maintenance

It was suggested that Wessex Water may be responsible for the maintenance of a 'dry' watercourse across the The Green, and that further investigations would be necessary. The longer term management of maintenance of The Green, apart from mowing the open areas, requires further consideration.

14/15/045 Key Messages

Cllr Nixon undertook to write an article for the village magazine, highlighting the community fund discussion, and the village fete as an opportunity to contribute ideas through a suggestions box.

The meeting closed at 9.50pm

Signed..... (Chairman) 1 July 2014

PB

PB

TN