

POULSHOT PARISH COUNCIL

Cllr Mike Davis (Chair)
Cllr Liz Bissett (Vice-Chair)
Cllr Claire Church
Cllr Tim Hues
Cllr Chris Dyke
Cllr Frances Nixon

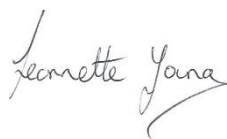
20th July 2026

Dear Councillor,

You are summoned to attend a meeting of Poulshot Parish Council on Tuesday 28th July 2026 at 7.30 pm in the Village Hall.

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

Yours sincerely

A handwritten signature in cursive script that reads "Jeannette Young". The signature is written in dark ink and is positioned above the printed name and title.

Jeannette Young
Parish Clerk

POULSHOT PARISH COUNCIL
COUNCIL MEETING TO BE HELD IN
THE VILLAGE HALL
ON TUESDAY 28TH JULY 2026 AT 7.30 P.M.

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

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

Public Participation-

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

AGENDA

1. **Apologies**
To consider apologies.
2. **Disclosure(s) of Interest**
To receive any declaration of interest by a member in relation to matters to be considered at this meeting as required by the Code of Conduct
3. **Minutes (pages 1-12)**
To confirm as a true record the attached Minutes of the Annual Full Council meeting of the 12th May 2026 the attachments will form part of these main minutes but will not be redistributed with this Agenda.
4. **Chairman's Announcements**
5. **Update from Wiltshire Councillor Tamara Reay**
6. **Planning Applications and Decisions:**
No Planning applications for consideration and comment have been received.

Decisions for noting.

Reference:	PL/2026/02402 - Notification of proposed works to trees in a conservation area
Site Location:	52 THE GREEN, POULSHOT, DEVIZES, SN10 1RT
Proposal:	T1 T2 Cherry - Reduce crown by up to 2m and shape to leave in good form. To abate a nuisance, excessive shading.
Decision Date:	19 May 2026
Decision:	No Objection

Reference:	PL/2026/03077 - Notification of proposed works to trees in a conservation area
Site Location:	ST PETERS CHURCH, POULSHOT, SN10 1SB
Proposal:	3 Lime trees - Fell because wall has fallen down and needs foundations where roots are.
Decision Date:	18 June 2026
Decision:	No Objection

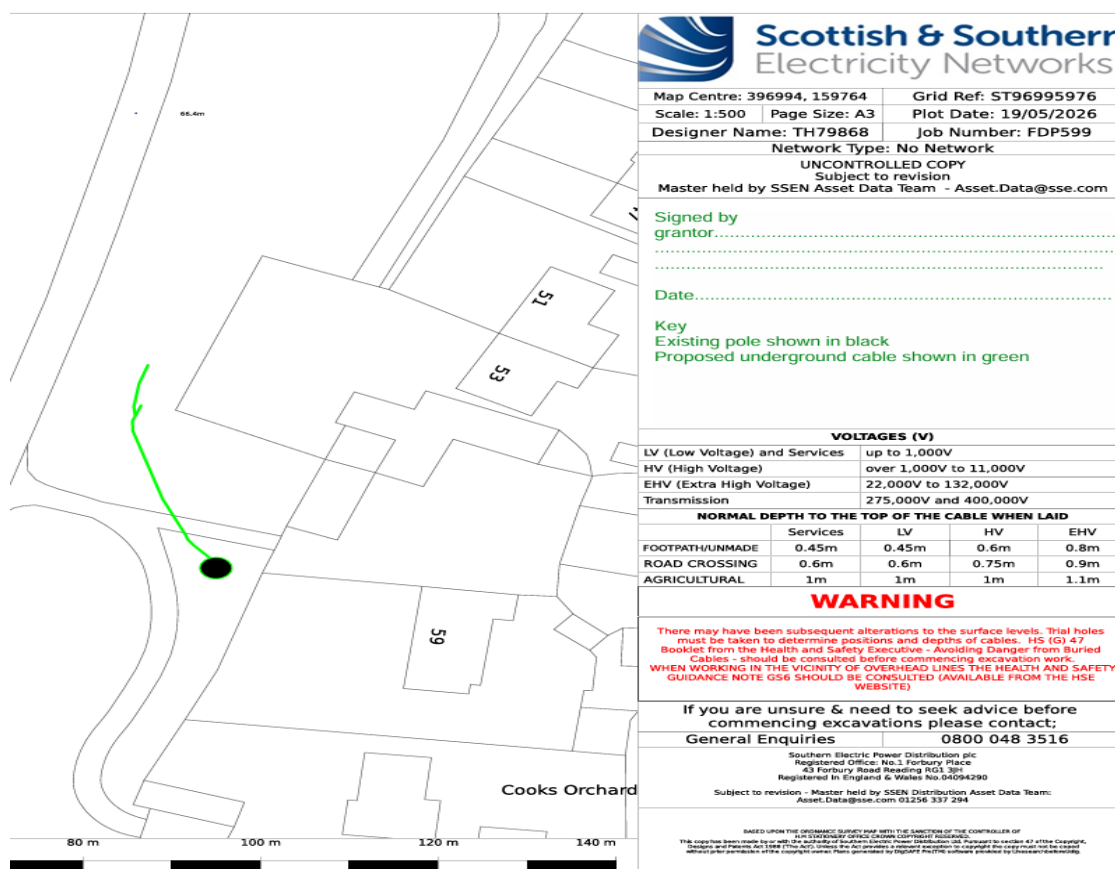
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Reference:	PL/2026/03247 - Householder planning permission
Site Location:	8 Aubreys Yard, Poulshot, Devizes, SN10 1FJ
Proposal:	Installation of timber garage door
Decision Date:	9 July 2026
Decision:	Approve with Conditions

Reference:	PL/2026/03410 - Notification of proposed works to trees in a conservation area
Site Location:	BROADWAY HOUSE, BARLEY HILL LANE, POULSHOT, DEVIZES, SN10 1RS
Proposal:	1 x mature Plane tree and associated saplings - fell
Decision Date:	6 July 2026
Decision:	No Objection

7. SSE Wayleave – (Wessex Water Pumping Station) - attached

Please see below the wayleave plan showing the proposed works that requires consent, also the attached Wayleave form which relates to the plan that is recommended for consideration and approval for signing.



8. Openreach Permission - attached

Please see attached a request for Openreach to provide services to 52a The Green, Poulshot, SN10 1RT . To be able to provide this service they need to access underground ducting in the Green, it is therefore recommended that the attached form be considered and approved for signing.

9. Information and Technology Policy – attached

Following on from the recommendation of the internal auditor please find attached a new IT policy for consideration and recommendation for adoption.

10. Privacy Notice for Staff, Councillors and Role Holders - attached

A new Privacy Notice for staff and Councillor is attached. It is recommended that you consider the notice before adopting and agreeing to its publication on the Councils Website.

11. Ditch Maintenance

A request has been raised by a resident that the ditch be cleared of roots so water can drain properly. When it was cleared previously, the roots were left

in place, and the current covering is clearly affecting the ditch's primary function.

12. Neighbourhood Plan – Terms of Reference for Steering Group - attached

It was agreed at the previous meeting to keep this on the agenda for the next meeting along with the attached draft terms of reference for a steering group for consideration, amendments and further discussion of the proposed Neighbourhood Plan.

Members must consider and decide on the following extract before any approval of the Terms of Reference.

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

13. Councillors Updates

- 2nd Phase of Tree Maintenance quotes– Cllr Davis
- Bus stop shelter – Cllr Dyke

14. Quotes for Internal Auditors - attached

Due to the 3 year agreement with the internal auditor ending in May 2026, Councillors are requested to review the attached quote, with up to 4 others to follow. Then further make a decision on which quote/supplier they prefer

15. Exercise of Public Rights

Following the publishing of the Exercise of Public Rights for Inspection of Accounts from Wednesday 3rd June 2026 to Tuesday 14th July 2025, it should be noted no applications from the public were received to view Poulshot Councils Accounts.

16. Footpath Survey Payment

Following an invoice received from Wiltshire Council regarding payment of 25% of the cost of a survey for investigation of the feasibility of a footpath from the village to the dual carriageway, Members are requested to discuss and make a formal decision.

17. Finance Report and Bank Balances

Due to data entry error May's 2026 report needs noting again (no change to values). The revised sheet is attached with the amendments being shown in the 6 coloured boxes, Cells C3:E4. (pdf).

Total Funds = £182,178.94 (May)

Parish Accounts = £60,084.75(May)

Community Fund = £122,094.19 (May)

To further receive and note the attached report for June (up to 18th July), showing balances of.

Total Funds = £182,783.99 (June-July)

Parish Accounts = £57,833.61 (June – July)

Community Fund = £124,950.38 (June - July)

18. Financial Expenditure

To consider and to **approve** the attached expenditure reports for May and June (up to 18th July), showing

Payments of £21,582.87 and credits of £22,855.84 for May 2026

and

Payments of £3,586.32 and Credits of £2.00 for June – July 2026

N.B.

1. We still have outstanding Invoices from the Village Hall for meetings held in the last financial year and now this financial year.

2. Formal confirmation needs to be given that Members are happy to continue with the current Pay Role provider.

19. Unregistered Land and Unauthorised Parking on the Village Green.

Further update from Cllr Davis and Cllr Bissett.

From minutes of the last meeting;

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.

20. Date of Next Meeting

8th September 2026