

POULSHOT PARISH COUNCIL

MEETING DETAILS

Date	Tuesday 8th January 2019
Present	Geoff Collett [GC], Ben Hamilton [BH], Adrian Baber [AB], Sam Wright-Hurn [SWH], Steve Housby [SH], Ian Gillies [IG],
Apologies	Tim Jalland [TJ]
Also Present	Members of the Public; WCC Jonathan Seed [JS], Elizabeth Martin (Parish Clerk) [EM], Sue Wilthew (Locum Clerk) [SW]
Not Present	PSCO Maggie Ledbury [ML]
Location	Poulshot Village Hall, Poulshot, Wilts.
Chair	Geoff Collett

MINUTES

18/19/163	<p>Apologies for absence</p> <p>TJ ML (PSCO)</p>	
18/19/164	<p>Declarations of interest</p> <p>None.</p>	
18/19/165	<p>To Agree the minutes of the last meeting of the Council [V]</p> <p>SH raised that the Agenda detailed that the grants were to paid under S.145 whereas the minutes detailed S.137. Minutes will be corrected to read S.145.</p> <p>Thomas Morrison [TM], from the audience, raised an objection regarding a portion of the Public Participation section of the previous minutes. BH, on behalf of the Chair, pointed out that the minutes cannot be amended based on the public's request and that the meeting was public, but not for public participation. After objection, TM was permitted to state his issue. TM felt that the item regarding the offer of map to take away was not said, this was disputed by SWH and EM, both of whom had re-listened to the recording of the meeting. After deliberation it was decided that TM's objection would be noted but the minutes would remain without alteration.</p> <p>** note, the prior minutes will be annotated to refer to these minutes for clarification.</p> <p>Approved [BH Proposed. SH Second. Agreed] Resolved that the minutes be approved as written (subject to correction of S.145/S.137 grants and relevant notation of dissent from a member of the</p>	<p>**</p> <p>EM</p>

	public)	
18/19/166	<p>Chair's Introduction/Announcements</p> <p>GC told the audience that resident George Underwood had passed away on November 11th, aged 85 and sent condolences from the PC. George will be sadly missed.</p> <p>TJ has also not been well and the Council sends best wishes for a speedy recovery</p> <p>GC also wanted to express thanks to Tim and Gill Coleman who have now left the village to move to Winchester.</p>	
18/19/167	<p>Police report</p> <p>PCSO not in attendance. Some material passed for publication. EM to post to the website.</p> <p>One reported incident in Poulshot since the last meeting, a serious assault in Barley Hill Lane.</p>	EM
18/19/168	<p>Wiltshire Councillor's Report</p> <p>JS had no specific news other than the Precept is being set across the County at present</p>	
18/19/169	<p>Clerks Report</p> <p>EM gave an update on outstanding items.</p> <p>The defibrillators have now arrived. EM is currently looking for electrician quotes to wire them in to the two locations for power. EM will be making a site visit to Townsend to discuss final location.</p> <p>EM and AB met with the Arborist to re-review the quote from November. The quote has been confirmed for pollarding for £450 and this will be presented in February's meeting for approval.</p> <p>EM also gave a quick update on the Higher Green Farm development. There is still an outstanding query between the developer and WCC which is awaiting resolution.</p>	
	EM withdrew from acting as Parish Clerk to the meeting for items 8 and 9 due to personal and financial interests. Susan Wilthew acted as locum Clerk [SW] for those items.	
18/19/170	<p>Public participation</p> <p>SH queried why agenda item 16.1, possible relocation of the Goal Posts on the Green, had been put onto the agenda as a discussion item rather than a simple proposal for agreement. GC felt that a discussion was needed.</p> <p>EM responded that this topic was not the type requiring a legal vote. She had thought the Council would want to discuss the matter before moving to a vote.</p> <p>IG referred to an email he had received from a resident representing a group of parents who would like PPC to consider installing 'tasteful' play equipment in the Green Gardens.</p>	EM

	<p>EM to put an item onto the next agenda and the group invited to attend and speak to the Council on their ideas.</p> <p>GC/AB gave an update on ‘gravelling’ of the Green Garden entrance. The system used needed to ensure gravel does not migrate onto the road. Type 1 scalpings were thought to be a possible suitable low-cost material. EM to put item onto next agenda to set up a working party and agree budget for the project.</p> <p>An audience member raised the issue of drivers still turning the wrong way onto the dual carriageway causing a very dangerous situation. As the dual carriageway is the boundary between Rowde PC and PPC it was thought that any action should be both PC’s responsibility. Possibility of putting issue to CAT G should be looked into. EM to put item onto next agenda.</p>	
18/19/171	<p>To discuss the land dispute with 72 The Green</p> <p>BH gave a verbal update to the meeting. BH, AB and SH had met with both parties – Morisons and Martins - to try and work out the issues and were confident that they were nearing resolving the situation. A proposed draft letter stating PPC position sent to Jon Martin for review and circulated to all PP Councillors was outlined to the meeting. BH stated that PPC needed to make sure that all parties were in agreement where the disputed area of land was. If different from the land registry document PPC would have to take proper legal advice. This was also felt to be the only way to depersonalise the situation. NALC/WALC advice had been received which was to instruct solicitors. SW concurred with this advice. PPC needed to manage its risks – operational, financial and reputational. SW further recommended that PPC insurers should be informed of the situation and any guidance given acted upon. SW advised that the Chairman and Vice-chairman should undertake to communicate with the insurers and report back to the next PPC meeting. A number of queries were raised as part of a general discussion including that lots of activities on and around The Green (as a designated Village Green) were illegal and queried why PPC was being selective in what is enforced. Jon Martin was asked why he wanted PPC to issue the letter. He outlined his position that the land had been fenced off for 20 years and he understood the land to be in his ownership which he was prepared to pass to PPC. He wanted to make sure that if he was ‘giving it over’ it was correctly taken on. As part of this reference was made to the Morisons only having foot traffic access. The Morisons were asked if they were satisfied with what was being proposed. Sir Thomas responded that in his opinion the position was already clear in the letter he had received from PPC dated 14th November 2018 that from the title documents neither 72 nor 62 The Green own the land, it is Village Green; the Martins never bought that section of land. It was further stated that putting logs in front of a gate on a Village Green was a criminal offence. BH would speak to the Martins and confirm the boundaries and what land the logs are actually on. Recommendations would be taken to the next PPC meeting as part of a voting agenda item which if necessary would include * Whether to appoint a solicitor * Agree terms of the letter</p>	BH GC
	SW withdrew from acting as temporary Parish Clerk to the meeting for items 8	

	and 9. EM returned as the Parish Clerk.	
18/19/172	<p>Planning matters</p> <p>Update On Existing 18/09882/TCA. 73 Poulshot Road, Tree Works to a Cyprus Tree. Approved.</p> <p>New 18/12128/TCA. 62 The Green. Pollarding for a Poplar Tree. No Objections.</p>	EM
18/19/173	<p>To receive a finance update</p> <p>EM submitted the financial update for review. SH queried the cost (£45) of the Cloud Storage as part of the IT budget which he felt was excessive. EM explained this was a reasonable cost for the data being stored. SH queried the transactions for unpaid-allowance and back-pay. EM explained that the unpaid allowances are those that are not covered by the Direct Debit which is yet to be updated and the back-pay was due to the nationally agreed rate change for hourly pay. SH queried the change in hourly rate and asked who agreed to the change. EM explained that the contract of employment is based on a nationally agreed pay scale and that the Council has, through that contract, agreed to fix the hourly rate against the national framework as negotiated between Central Government and the Union. SH queried that the Council had not recognised a Trades Union, it was highlighted that they have, and are legally required to. SH additionally queried who had signed the Clerk's contract. EM pointed out that her contract was signed by the Chair following the agreed job advert that laid out the rate of pay, conditions and nationally agreed job description. IG suggested that staffing items should be discussed in private to protect the Clerk and suggested the Council revisit the idea of a staffing committee.</p>	
18/19/174	<p>To review and agree the 2019/20 budget.</p> <p>Budget needs to be approved by January 25th 2019 (with Wiltshire County Council).</p> <p>IG thought that the budget for the Council was higher than expected. IG questioned whether tree work could be done by village volunteers rather than paying a professional. AB and BH explained that the pollarding needed professional work. EM explained that following a number of years when no tree work was done, has now moved to a more comprehensive 5-year plan and proper management of the estate. IG also questioned giving a grant to the Village News and wondered if the magazine frequency could be reduced. IG questioned whether the admin charges for the PCF could be paid from the PCF fund itself. EM pointed out that the PCF pays for the professional charges but the Parish Council currently pays for the hall-hire. IG also wondered whether carrying a legal fund was needed. EM pointed out that this is a usual item and is there for legal items needed by the Council through the year and has, on some occasions, been used. IG questioned whether there was a need for a Training budget. EM pointed out that it isn't always used but Councillors have only done the basic introduction course and there were many other training items available for both Councillors and the Clerk. Members felt that for both PVN and the Over-60s a business case should be presented.</p>	<p>**</p> <p>EM</p>

	<p>Approved [BH Proposed. AB Second. Agreed] Resolved that the budget be accepted and a precept of £12,277 be requested from WCC for the 2019/20 financial year.</p> <p>Action: EM to file precept request with WCC</p>	
18/19/175	<p>To receive an update on prior Actions by the Council</p> <p>In Progress Gravelling of Green Gardens entrance still pending. AB and GC to complete. Will be brought forward to February for finance approval. Land Registry changes outstanding</p> <p>Other items covered in Clerk's Report.</p> <p>All other actions are closed.</p>	
18/19/176	<p>Correspondence and circulars received</p> <p>None.</p>	
18/19/177	<p>To review Disbursements made since the last meeting and to sign those presented at the meeting</p> <p>See below</p>	
18/19/178	<p>To Discuss Items of maintenance</p> <p>SH explained that a resident had raised the idea of moving the southern goalpost closer to the northern one to make it easier for children playing and to aid the Cricket Club. The Cricket Club has agreed to make the move including the old sockets.</p> <p>SH raised the issue of hedges overgrowing the pavements. One in particular is the laurel hedge outside Manor Farm House which appears to cover half the path and outside 138 and 136 Poulshot Road. GC will speak to the residents to see if anything can be done</p> <p>EM was asked to speak to PCSO regarding a parking issue outside of 136 Poulshot Road.</p> <p>SH also queried the levels of the ditch on the south side of the Village Green. Part of the ditch flows towards the Pond in the corner and then through piping out onto the fields to the south of the village. AB will take a look when the water levels are much lower.</p>	<p>EM GC AB</p>
18/19/179	<p>To Agree Key messages</p> <p>No rise to the Precept for the coming year The Council passes its thanks for the work done to the Village Green ponds The Council recognises the work done by Tim Coleman during his time in the village</p>	
	<p>The next meeting of the Parish Council will be at 7:30pm on Tuesday February 5th 2019</p>	

18/19/165	<input type="checkbox"/> EM to correct minutes to show correct S.137 payments and to add notation for public participation
18/19/167	<input type="checkbox"/> EM to post PCSO material to website
18/19/170	<input type="checkbox"/> EM to follow up on costs for scalping for Green Garden entrance and bring forward for approval at next meeting <input type="checkbox"/> EM to follow up on Play Equipment request for the Green Gardens and add to next agenda for discussion <input type="checkbox"/> EM to follow up on road safety issue and bring forward for discussion at next meeting
18/19/171	<input type="checkbox"/> BH to speak to the Martins and confirm the boundaries and what land the logs are actually on <input type="checkbox"/> BH / GC to approach Council's Insurer and Legal to advise of the current issue
18/19/172	<input type="checkbox"/> EM to file planning responses
18/19/174	<input type="checkbox"/> EM to file precept request with WCC
18/19/178	<input type="checkbox"/> EM to speak to PCSO regarding a parking issue outside of 136 Poulshot Road. <input type="checkbox"/> GC to speak to the residents at MHF, 136 and 138 to see if anything can be done re the overgrown hedges <input type="checkbox"/> AB to take a look at the drainage of the pond on the south side of the VG when the water levels are much lower to see if there are any blockages.

RESOLUTIONS

18/19/165	Resolved that the minutes be approved as written (subject to correction of S.145/S.137 grants and relevant notation of dissent from a member of the public)
18/19/174	Resolved that the budget be accepted and a precept of £12,277 be requested from WCC for the 2019/20 financial year.

These minutes are accepted as a true and accurate record:-

Signed	
Date	

Chairman: Geoff Collett Aspiro, 46 The Green, Poulshot, Devizes, Wiltshire SN10 1RT
Clerk to the Council: Elizabeth Martin T: 01380 828206 M: 0773 0594658 E: poulshotparishcouncil@gmail.com
Website: <http://www.poulshot.org.uk>

Transactions by Category for Parish Council - Poulshot

Period from 6 Nov 2018 to 3 Jan 2019

Expense Accounts

Date	Account	Description	Detail	Category	Account	Debit	Credit	Balance
								£24,402.29
8 Nov 2018	Grants [S.137]	(661) WWI Grant to PVN		Bank accounts	Checking Account - 076	£100.00		£24,502.29
8 Nov 2018	Grants [S.137]	(662) WWI Grant to PVH		Bank accounts	Checking Account - 076	£100.00		£24,602.29
8 Nov 2018	Grants [S.137]	(663) WWI Grant to PF&N		Bank accounts	Checking Account - 076	£100.00		£24,702.29
8 Nov 2018	Grants [S.137]	(664) WWI Grant to PVT		Bank accounts	Checking Account - 076	£100.00		£24,802.29
8 Nov 2018	Community Fund	Purchase Of Fire Pit (PCF)		Suppliers	Beechfield Reclamation	£350.00		£25,152.29
8 Nov 2018	Village Green	Grass Cutting	31/8 Cut	Suppliers	Philip Coles	£325.00		
	Village Green		5/10 Cut	Suppliers	Philip Coles	£325.00		£25,802.29
8 Nov 2018	Village Green	93 - Hedge Cutting	Inv. 93	Suppliers	Robert Dart	£164.00		£25,966.29
10 Nov 2018	Internet Website	Internet Fees		Suppliers	1&1 Internet	£6.99		£25,973.28
30 Nov 2018	Staffing Allowance	Allowance		Bank accounts	Checking Account - 076	£10.00		£25,983.28
30 Nov 2018	Elizabeth Martin	Salary		Bank accounts	Checking Account - 076	£145.95		£26,129.23
10 Dec 2018	Internet Website	Internet Fees		Suppliers	1&1 Internet	£6.99		£26,136.22
15 Dec 2018	Financial Services Fees	Fees		Suppliers	Savings Champion	£73.75		£26,209.97
17 Dec 2018	Grants [S.137]	(668) Over 60's Dinner - Hunloke		Bank accounts	Checking Account - 076	£250.00		£26,459.97
19 Dec 2018	Water Rates			Suppliers	Bristol & Wessex Water	£13.72		£26,473.69
30 Dec 2018	Staffing Allowance	Allowance		Bank accounts	Checking Account - 076	£10.00		£26,483.69
30 Dec 2018	Elizabeth Martin	Salary		Bank accounts	Checking Account - 076	£145.95		£26,629.64
30 Dec 2018	Internet Website		Discount Domains Renewal for 1Yr	Suppliers	Expense Claims	£6.99		
	Routine Maintenance		Goal Nets	Suppliers	Expense Claims	£63.93		
	Training		Clerk Training Costs	Suppliers	Expense Claims	£99.00		
	Information		Printer	Suppliers	Expense	£50.00		

	Tech.		Service		Claims			
	Information Tech.		Cloud Storage Subscription	Suppliers	Expense Claims	£44.99		
	Information Tech.		Accounting Software	Suppliers	Expense Claims	£75.00		
	Information Tech.		Ink Cartridges	Suppliers	Expense Claims	£31.64		
	Other Admin		Stamps	Suppliers	Expense Claims	£33.50		
	Other Admin		Board Magnets	Suppliers	Expense Claims	£4.99		£27,039.68
30 Dec 2018	Elizabeth Martin	(669) Salary	Additional Unpaid October	Bank accounts	Checking Account - 076	£118.97		
	Elizabeth Martin		Additional Unpaid November	Bank accounts	Checking Account - 076	£118.97		
	Elizabeth Martin		Additional Unpaid December	Bank accounts	Checking Account - 076	£118.97		
	Elizabeth Martin		Backdate Adjustment	Bank accounts	Checking Account - 076	£28.24		£27,424.83
30 Dec 2018	Elizabeth Martin	(670) PAYE Tax	Q4 Tax	Bank accounts	Checking Account - 076	£62.60		£27,487.43
30 Dec 2018	Staffing Allowance	(671) Allowance	Unpaid Allowance October	Bank accounts	Checking Account - 076	£10.00		
	Staffing Allowance		Unpaid Allowance November	Bank accounts	Checking Account - 076	£10.00		
	Staffing Allowance		Unpaid Allowance December	Bank accounts	Checking Account - 076	£10.00		£27,517.43
					Total	£3,115.14	£0.00	