

POULSHOT PARISH COUNCIL

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

7th January 2026

Dear Councillor,

You are summoned to attend a meeting of Poulshot Parish Council on Tuesday 13th January 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



Jeannette Young
Parish Clerk

POULSHOT PARISH COUNCIL
COUNCIL MEETING TO BE HELD IN
THE VILLAGE HALL
ON TUESDAY 13th JANUARY 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

To confirm as a true record the attached Minutes of the Full Council meeting of the 11th November 2025. The attachments will form part of these main minutes but will not be redistributed with this Agenda.

4. Chairman's Announcements

- Happy New Year
- Work on trees on Village Green

5. Police Report

No report received

6. Update from Wiltshire Councillor Tamara Reay

7. Planning Applications:

Reference:	PL/2025/09193 - Listed building consent (Alt/Ext)
Site Location:	The Old Farmhouse, 9 Mill Lane, Poulshot, Devizes, SN10 1SA
Proposal:	Erection of single-storey rear extension. Minor internal alterations.
Applicant Name:	Mr & Mrs A Ritchie
Officer Name:	Brook Bishop
Respond By:	19 December 2025

Reference:	PL/2025/09026 - Householder planning permission
Site Location:	The Old Farmhouse, 9 Mill Lane, Poulshot, Devizes, SN10 1SA
Proposal:	Erection of single-storey rear extension. Minor internal alterations.
Applicant Name:	Mr & Mrs A Ritchie
Officer Name:	Brook Bishop
Respond By:	19 December 2025

The consultation period has been extended to midnight 15 January 2026 for both applications

8. Townsend Development

Progress remains largely as previously reported, though we anticipate some delays in building works due to the recent weather.

*On the highways and S278 works, these are expected to commence on or around **19 January**, and it's believed traffic lights will be in place. I'll confirm details as soon as I receive further information.*

9. Parish Steward Dates for 2026

- 14th January,
- 11th February,
- 11th March,
- 14th April,
- May, No planned visit
- 10th June,
- 13th July,
- August, No planned visit
- 10th September,
- 13th October,
- 11th November,
- 7th December.

Scheme of Tasks

- hand clearing and cutting of growth from drainage grips and drain gully covers
- hand clearing of blocked gullies
- rodding of drainage systems
- clearing of small culverts, pipes, and pits
- clearing storm debris
- trimming encroaching hedges and vegetation from around road signs and railings
- cleaning and straightening small road signs
- hand cutting small visibility areas
- reactive emergency repairs including pothole repairs (In accordance with Wiltshire Councils Highways Inspection Manual 2018)
- find, fix & record potholes (cold repairs only)
- responding to road closure requests from the emergency services
- removal of ragwort (hand pulling or strimming of defined areas)
- treatment/removal of weeds
- graffiti and fly posting removal
- clearance of debris and materials from scenes of road traffic collisions including clinical waste.
- siding out of footways and carriageways
- clearance of storm damaged trees from the Highway including the use of a chainsaw

10. Cricket Club Request

The Cricket Club have requested permission to spray the playing area in the Spring. After the hot summer of last year, there were rather a lot of weeds which were taking over the green. The club is eager to prevent a recurrence of this issue in the upcoming season, as the presence of weeds has a detrimental impact on the quality of the playing surface.

Should approval for spraying be granted, the club will notify the Parish Council of the proposed date for the application. This information will then be shared with the wider village community. Appropriate signage will also be displayed on site to ensure members of the public are fully informed.

In addition to weed management, the club also plans to re-seed any bare patches on the green during the spring, if it is deemed necessary as part of their maintenance programme.

11. Neighbourhood Plan

Further to the meeting in November 2025 where draft Terms of Reference were requested for the proposed Neighbourhood Plan Working Group; attached are suggested draft Terms of Reference, which support the more appropriate Steering Group. This document needs to be considered, and any changes suggested including membership of Councillors and Non – Councillors, before resolving to approve.

- 1) *To confirm membership.*

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 number Council Members

X number of Non Council

Members Quorum – 3 Councillors

12. Community Governance Review

To Note and consider; -

A Community Governance Review is a process to provide opportunity to review and make changes to governance arrangements for town and parish councils and parish areas. This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as can be

All towns and parishes are encouraged within the review area to provide a formal response for any changes **by the end of January 2026** wherever possible. If no response is received the Electoral Review Committee may end up forming draft recommendations about your area without having that input from the local council in advance, which it would much prefer.

Individual councillors or residents may also wish to submit any representations – whether for changes to be made or for no changes to be made.

For further information:-

Parish Boundary Map



Council Seats of Office 7

Previous New electoral arrangements for Wiltshire October 2019 can be found at this link

https://webarchive.nationalarchives.gov.uk/ukgwa/20221202002244mp_3-eu-west-2.amazonaws.com/lgbce/Reviews/South%20West/Wiltshire/Wiltshire/Final%20recs/Wiltshire%20Report%20Web.pdf

13. Updates from Members on Delegated Actions

- Bus Shelter – Cllr Dyke
- SIDs & White Gates -LHFIG – Cllrs Church & Bissett
- Change of emails to .Org or .Gov – Cllrs Church & Dyke

14. Standing Orders, Financial Regulations and Code of Conduct.

Members to review the following attached documents, Standing Orders, Financial Regulations and Code of Conduct and further re-approve.

15. Finance Working Group Notes

To note the attached draft notes of the Finance Working Group from 3rd December 2025

16. Finance Report and Bank Balances.

To receive and note the attached report, showing balances of.

Total Funds = £155,955.87

Parish Accounts =£33,927.16

Community Fund = £122,028.71

17. Financial Expenditure.

To consider and to approve the attached expenditure report, showing payments of £6,271.32 and credits of £13,357.63

18. Draft Budget & Precept for Financial Year 2026/2027

To consider any proposed amendments by the RFO and Members and further resolve to approve the attached draft budget for 2026/2027. If agreed with no changes the precept requirement will be £19,000. This will cover employment additions/oncosts, phased maintenance of Village Green trees and open space areas, and will mean a percentage change of 29.32 % As a separate consideration the costs of Allotment plots needs to be agreed and minuted, showing an increase of £5. per plot, meaning rent for the year 2025-2026 will raise from £25. pp to £30.pp.

19. Date of Next Meeting

10th March 2026

