

Potterne Parish Council

To: Members of the Council

You are summoned to attend a **MEETING OF POTTERNE PARISH COUNCIL**
at Potterne Village Hall on Wednesday, 1st April 2026
at 7.30pm at Potterne Village Hall

Press & Public are invited to attend.

AGENDA

1. Welcome and Apologies

2. Declaration of Members' Interests

3. Minutes of Meeting held on

To resolve that the minutes of the meeting of the Council held on the 4th March 2026 are a true and accurate record.

4. Action Tracker Update

5. Open Session

There will be an open session for 10 minutes so that the public can place questions to the Council, limited to matters on this Agenda, to be discussed at the next meeting if confirmed in writing.

6. Wiltshire Councillor Update – Tamara Reay, Unitary Councillor, Devizes Rural West

7. Traffic Road Order – 20mph - Whistley Road (CF)

Letter of support to Wiltshire Council to be drafted.

8. Community Governance Review (RC)

9. Defibrillator Training – 30th March 7pm

Feedback

10. Annual Parish Meeting – 22nd April 2026

11. Website/Emails/IT Infrastructure (MS)

12. Highways and Footpaths (CF)

a. LHFIG Meeting – 12th March

13. Leisure Facilities, Appearance and Environment (KC/MS/LW/NB)

- Outstanding work required – Monthly Inspection Spreadsheet (Blounts Ct/Ryeleaze)
- Village Maintenance Work – Papers 1, 2 + 3 - Quote for additional work from Mark Goddard
- Wooden Seat by Bus Stop at Mount Pleasant (NB)
- Removal of Shelter at Ryeleaze (KC)

14. Community (NP)

15. Flooding OFWG (NB/LW)

16. Planning(RC/TK)

- Town and Parish Council Planning Forum Meeting – 10th March 2026
- Planning Applications to be considered and discussed:

PL/2025 /09843	Little Chisbury, Eastwell Road, Potterne Sn10 5QQ	Amended Plans/Additional Information Extension to existing annexe to provide additional accommodation to allow intergenerational living
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17. Correspondence

JN – Thanks for the litter picking effort – KV passed thanks to Ash, Youth Leader.

DP – Bonfires in Village – Wiltshire Council responded to DP giving options towards next step.

18. Finance (KV)

- a. Agree accounts to be paid and transfer of sufficient funds to agree accounts to be paid and transfer of sufficient funds to pay accounts:

Payable to		Net	VAT	Gross	Authorised on internet banking by:
Village Hall	Hire 4/3/2026+30/3/2026 (Defib Training)	36.00		36.00	NP/KV
Grist Environmental	Skip exchange – Brownleaze Cemetery	332.80	66.56	399.36	NP/KV
HMRC (paid by DC)	Employer NI Contributions (Month 9&11)	121.95		121.95	
		490.75	68.56	557.31	
Date: 2.4.2026		Amount: 2000.00			

19. Policies

Review the following documents:

Social Media Policy (Paper 1)

Document Retention Policy (Paper 2)

Standing Orders (Paper 3)

20. Burial Fees Received

21. Date of Next Meeting: Wednesday, 6th May 7.30-9.00pm, Village Hall, Potterne.

22. Close Meeting