

DRAFT

**Minutes of the Meeting of Potterne Parish Council
held on Wednesday, 1st April 2026
in Potterne Village Hall at 7.30pm**

Present: Cllr Richard Clark (RC) (Chairman); Cllr Nesta Pudney (NP) (Deputy Chairman);
Cllr Kerry Coleman (KC); Cllr Terry Kennedy (TK); Cllr Melanie Stovold (MS);
Cllr Luke Wilson (LW)

Apologies: Cllr Christina Firmin (CF); Cllr Nick Bailey (NB);

Attending: Karon Van Den Bergh (Clerk); Tamara Reay, Councillor, Devizes Rural West (TR);

01/26/27	Welcome and Apologies
02/26/27	Declaration of Members' Interests None.
03/26/27	Minutes of Meeting held on 4th March 2026 Resolved: NP Proposed, LW Seconded and all agreed that the Minutes of 4 th March 2026 were a true and accurate record.
04/26/27	Action Tracker 62/25/26 - MS to get access code from LW for SIDs. Next Meeting. 134/25/26 - NP to ensure new email address is up and running. Completed. 179/25/26 - KV to contact Wessex Water and ask that a larger 'no access' sign be erected on Whistley Road by Sewage Works. Completed. 180/25/26 - KV to contact Bob Berry/Robin Jequier from The Patch to inform them of Wiltshire Council Surplus Property Procedure - Potterne Five Lanes Carers Nest. Completed. 185/25/26 - MS to finalise the IT tender and pass it to KV to send to three different companies. Next Meeting 187/25/26 - KV to contact the Road Safety/Driving Team at Wiltshire Council to ascertain whether a metrocount was done on A360, outside the George and Dragon. Next Meeting. 190/25/26 - KV to arrange for the skip in the Cemetery to be replaced. Completed. 190/25/26 - KV to send NP a list showing the position of the waste bins which Wiltshire empty. Completed.
/	Open Session RC declared that the meeting was temporarily suspended to allow for an open session for 10 minutes so that the public could place questions to the Council. AH - Resident, Ex-Councillor, approached the Parish Council to ask for funding to purchase a "no parking" sign for Pig Tail Lane as wheelchair and pushchair access was often blocked by vehicles. JM, Resident, Ex-Councillor would work with AH to design and fit the sign. Resolved: MS Proposed, KC Seconded and all agreed that the cost of this road sign would be funded by the Parish Council. JA – Resident, questioned when the necessary data could be gathered on the traffic speed on the A360 to enable the setting up of the Speedwatch Team. As data was required before the Police would allow a Speedwatch Team to commence work. MS/LW would look to, temporarily, moving one of the SIDs to the appropriate place on the A360 so that the data could be used to provide the Police with the information they need so that training can be booked and the Speedwatch Team put into action. RC explained that, without the relevant data, the police would not allow the setting up of a Speedwatch Team. AH – Resident, Ex-Councillor had attended a meeting with a resident in Whistley Road (MW) who was looking to set up a Footpath/Byways Group amongst villagers with a view to ensuring that paths were accessible and maintaining stiles.

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		There were no further comments from the public therefore RC closed the Open Session
05/26/27		<p>Wiltshire Councillor's Report – Tamara Reay, Devizes Rural West TR reported that Wiltshire Council is holding a crisis resilience fund of £780,000 for residents who have financial issues, requiring support when purchasing heating oil. TR was waiting to hear what the criteria was to apply and would pass information on via social media as soon as she was aware. Changes in waste collection was currently being consulted on. A survey, open until 21st April, was available online at Wiltshire Council Website on the proposed collection to move to 3-weekly residential waste collections from Summer 2027, together with the decision made to bring booking systems into Wiltshire Recycling Centres. A survey was also available regarding the changes in parking charges until 5th May. This focuses on proposals to increase parking charges by 20%, introducing a Sunday tariff which mirrors Monday-Saturday charges and to extend chargeable hours from 7am-7pm TR reported that Wiltshire's Local Plan has been thrown out by inspectors, the number of houses to be built in the County to increase. Potterne had been allocated 99.8 new build houses in the village. RC felt that this was impossible, the previous figure of 54 houses was too high.</p>
06/26/27		<p>Community Governance Review (RC) RC/CF had met with Richard Rogers, Wiltshire Council. RC had asked that Planning Department increases site visits when considering planning applications, particularly as far as highways is concerned.</p>
07/26/27		<p>Defibrillator Training – 30th March 7pm – Village Hall 15 people attended an excellent session led by South Western Ambulance Service.</p>
08/26/27		<p>Annual Parish Meeting – 22nd April 2026 RC asked that Councillors provide their reports on their areas of responsibility to KV, in advance. LW would provide a report on the Playground and NP on the Cemetery.</p>
09/26/27		<p>Website/Emails/IT Infrastructure MS No update. LW felt that it was important for Councillors to look to engage on social media, be more proactive in publicising issues and targets. KC agreed that it was important to communicate more and give out facts but warned against engaging in conversation on Facebook. Objectives for the forthcoming 12 months would be considered at the next meeting. All Councillors to circulate any objectives, they would like to bring to the table, at least two weeks prior to the meeting date.</p>
10/26/27		<p>Highways and Footpaths (including LHFIG/Devizes Area Board (CF) John Mann, Resident, Ex-Councillor forwarded the following report to Potterne Parish Council on behalf of CF: Whistley Road 20 mph Limit - Highways have initiated the public consultation, which runs from 26 Mar to 20 April. Assuming the consultation is positive, the 20mph limit should be in place shortly thereafter. The consultation requires a letter of support from the Parish Council; furthermore, Councillors are requested individually to join the consultation and support the scheme - and encourage others to do so. A360 at George & Dragon - LHFIG thanked Potterne PC for offering enhanced funding for this important project. While the extra funding is still insufficient for LHFIG to afford the scheme, it will markedly increase the chance of a successful bid for substantive funding. The substantive bid is in the process of being prepared by Wiltshire Highways. General Highways Issues - LHFIG made the point that any road issues which are purely maintenance (potholes etc) must be dealt with by Highways Maintenance via MyWilts.</p>
11/2/27	a.	<p>Leisure Facilities, Community, Appearance and Environment (KC/MS/LW) Outstanding Work Required – Monthly Inspection Spreadsheet (Blounts Ct/Ryeleaze) Waiting for work to be completed and invoice from Mr Mence</p>
	b.	<p>Village Maintenance Work – Quote for additional work from Mark Goddard Papers 1,2,3 Waiting for work to be completed and invoice from Mark Goddard.</p>

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	c.	Wooden Seat by Bus Stop at Mount Pleasant (NB) Work completed by AH.					
	d.	Removal of Shelter at Ryeleaze (KC) Following discussion it was agreed that the shelter at Ryeleaze would not be removed, despite the fact that it was used for anti-social behaviour. KV would contact Wiltshire Council to ascertain whether the renovation of the shelter could be considered as a Community Payback Project.					
	e.	Village Tidy Up 10 th May, focusing on weeding the High Street and clearing the centre of the village of litter. All volunteers to meet at 9.30am in the Village Hall. Black bags provided.					
12/26/27		Community (NP) No discussion.					
13/26/27		Flooding OFWG (NB/LW) No discussion.					
14/26/27	a.	Planning/TPOs (RC/TK) Town and Parish Council Planning Forum Meeting – 10th March 2026 No discussion.					
	b.	EV Charging Stations TK Central government were holding funds allocated for placing EV charging facilities in village public areas. Potterne was one of the villages in Wiltshire which would be focused on, with a maximum of 10 possible charging stations. KV to ask villagers, via Facebook and the magazine for suggestions of where the charging stations should be sited.					
	c.	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			
		No Objection					
15/26/27		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.					
16/26/27	a.	Finance Resolved: NP Proposed, MS Seconded and all agreed that the following accounts be paid:					
		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	NP/KV
		RascomIT	Supply of AVG Internet Security and Remote IT Support Assistance	88.35	17.67	106.02	NP/KV
				579.10	86.23	663.33	
		Date: 2.4.2026 Transfer Amount: 2000.00					
17/26/27		Policies The following documents were considered and discussed: Social Media Policy (Paper 1) The Social Media Policy was agreed and would be uploaded to the website. Document Retention Policy (Paper 2)					

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		MS to add a paragraph on Electronic Storage of Documents. Standing Orders (Paper 3) RC would look at upgrading the current Standing Orders, send a first draft to Councillors by email for discussion at the next meeting.
		Monthly Financial Summary The Bank Reconciliations dated 28 th February 2026 was agreed and signed by TK, a non-bank signatory.
18/26/27		Burial Fees Received None
		Date of Next Meeting: Wednesday 5 th May 2026 7.30-9.00pm, Village Hall, Potterne.
		The meeting closed at 20.36



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