

**Minutes of the Meeting of Potterne Parish Council
held on Wednesday, 7th January 2026
in Potterne Village Hall at 7.30pm**

Present: Cllr Richard Clark (RC) (Chairman); Cllr Nesta Pudney (NP) (Deputy Chairman);
Cllr Christina Firmin (CF); Cllr Terry Kennedy (TK); Cllr Melanie Stovold (MS);
Cllr Luke Wilson (LW)

Apologies: Cllr Kerry Coleman (KC); Cllr Nick Bailey (NB);

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

140/25/26	Welcome and Apologies
141/25/26	Declaration of Members' Interests None.
142/25/26	Minutes of Meeting held on 3rd December 2025 Resolved: CF Proposed, NP Seconded and all agreed that the Minutes of 3 rd December 2025 were a true and accurate record.
143/25/26	Action Tracker 62/25/26 - MS to get access code from LW for SIDs. February 95/25/26 - MS to speak to Produlic regarding the signage needed for the multi-gym at Ryeleaze Field. February 131/25/26 - TK to liaise with Dean House regarding maintenance work, going forward. February 131/25/26 - NB to renovate bench at Mount Pleasant. February 131/25/26 - Playground Committee to consider ongoing issues on monthly reports (provided by Andy Huntley). February 134/25/26 - NP to set up new email address in the next couple of weeks. 134/25/26 – RC to contact local solicitor for a quote for work to ascertain the responsibility of maintenance for the Church Wall. February
	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. JM – Resident and ex-Councillor – congratulated the Parish Council on their new website and establishing new, more secure, email addresses. There were no further comments from the public therefore RC closed the Open Session
144/25/26	Wiltshire Councillor's Report – Tamara Reay, Devizes Rural West Wiltshire Council has proposed changes to Waste Services – 1. Residual waste (black bins) to be collected every three weeks; 2. Household Recycling Centres will move to a booking system. 3. Two possible Recycling Centre closures – Purton and Calne. Full Council Meeting held today to discuss St Stephens Place Car Park in Trowbridge. The idea that Wiltshire Council would gift the car park to the owner of the shopping centre, together with a payment of £2.5million was voted down. Wiltshire Council propose to charge double council tax on second homes not regularly occupied of which there were approximated 1300 in Wiltshire. Potterne Parish Council to return a response to the Community Governance Review. Concerns regarding Cox Hill Flooding, last month emergency sweeping of gullies had been completed. TR would speak to NB regarding the preventative barriers at the top of Cox Hill Lane.
145/25/26	Highways and Footpaths (including LHFIG/Devizes Area Board (CF) Devizes Area Board Meetings (CF) The 20mph Traffic Road Order for Whistley Road to go to the LHFIG Meeting.

Signed

Dated

		<p>The George and Dragon crossing design is progressing. The Topographical Survey has been completed. The next stage will be the Substantial Bid Process. An addition to the original plan would be to include a conservation request, that bollards, keeping in tune with the house, should be set outside Porch House. CF would visit Wiltshire Council website for historic substantive bids (which are written by Highways Department) to ensure that the correct information was put forward. CF asked Councillors to let her know if they knew of any fading yellow lines in the village as the repainting could be coupled with the new yellow lines to be set at the junction of Blounts Court.</p> <p>CF would contact Highways regarding Church Corner, asking that lines be painted in the centre of the road and repairs were made to the potholes.</p> <p>CF LHFIC had turned down the requested for a dropped curb at the War Memorial. Possible alternatives had been sought, but none were found which would prove safe to pedestrians.</p>			
146/25/26	<p>a. Leisure Facilities, Community, Appearance and Environment (KC/MS/LW)) Outstanding work required – Monthly Inspection Spreadsheet (Blounts Ct/Ryeleaze) LW/MS would consider the work required on the Spreadsheet and report back to KV confirming what needs to be done.</p> <p>b. Wooden Seat by Bus Stop at Mount Pleasant (NB) Resolved: NP Proposed, LW Seconded and all agreed that it would be in order for NB to spend approximated £300 on materials to repair the wooden seat by the bus stop at Mount Pleasant.</p> <p>c.</p> <p>d. Tree Report – Quote accepted from Conservation Contractors Limited. Work to be done on 21st January 2026.</p>				
147/25/26	<p>Community (NP) Cemetery Extension</p> <p>It was agreed that Option One, the spreadsheet/map to be used for plotting graves which included a circular road, should be the choice from PKA Architects.</p>				
148/25/26	<p>Flooding OFWG (NB/LW) No discussion.</p>				
149/25/26	<p>Website/Emails (MS/LW/KC/TK)</p> <p>MS felt that it was important, going forward, to put out a tender for IT services, which would include a suite of IT implementation, including document sharing, once the current 1 year contract had ceased. MS to investigate further and report back.</p>				
150/25/26	<p>Planning/TPOs (RC/TK)</p> <table border="1" data-bbox="338 1323 1481 1494"> <tr> <td data-bbox="338 1323 587 1494">PL/2025/09843 (Comments by 20/1/2026)</td> <td data-bbox="587 1323 1098 1494">Little Chilsbury, Eastwell Road, Potterne, Devizes, SN10 5QQ</td> <td data-bbox="1098 1323 1481 1494">Extension to existing annexe to provide additional accommodation to allow intergenerational living.</td> </tr> </table> <p>Approved with Conditions – Not to be occupied at any time other than for purposes ancillary to the residential use of the main dwelling known as Little Chilsbury, Eastwell Road, SN10 5QQ and it shall remain with the same planning unit as the main dwelling.</p> <p>Potterne Park Farm Proposed Solar Development</p> <p>As at the date of our January 2025 Meeting we are yet to be informed whether a planning appeal had been registered with the planning inspectorate by the PPF developer Stark before the 2nd January 2026, the 6 month deadline. However, on 8 December last the National Energy System Operator published a revised “queue” of projects wishing to be connected to the grid, and Potterne Park Farm would be scheduled for connection to the grid on 15/11/2037 - ie in approximately 12 years time. We understand this is the earliest possible connection date due to the need for downstream infrastructure to be implemented before PPF can come online.</p> <p>The Old Post Office This property will go to Auction in early February.</p>	PL/2025/09843 (Comments by 20/1/2026)	Little Chilsbury, Eastwell Road, Potterne, Devizes, SN10 5QQ	Extension to existing annexe to provide additional accommodation to allow intergenerational living.	
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Signed

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151/25/26	<p>Correspondence AH – Anti-Social behaviour at Blounts Court Playground – KV reported to Police. CW – Reported a pothole outside her house – KV asked that she report via MYWILTS RH – Comments on contents of Minutes.</p>																																																																		
152/25/26	<p>Finance <u>Resolved:</u> CF Proposed, MS Seconded and all agreed that the following accounts be paid:</p> <table border="1" data-bbox="336 369 1541 1496"> <thead> <tr> <th data-bbox="336 369 608 472">Payable to</th> <th data-bbox="608 369 874 472"></th> <th data-bbox="874 369 1027 472">Net</th> <th data-bbox="1027 369 1161 472">VAT</th> <th data-bbox="1161 369 1315 472">Gross</th> <th data-bbox="1315 369 1541 472">Authorised on internet banking by:</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 472 608 510">Village Hall</td> <td data-bbox="608 472 874 510">Hire 3/12/2025</td> <td data-bbox="874 472 1027 510">18.00</td> <td data-bbox="1027 472 1161 510"></td> <td data-bbox="1161 472 1315 510">18.00</td> <td data-bbox="1315 472 1541 510">NP/KV</td> </tr> <tr> <td data-bbox="336 510 608 645">Karon Van Den Bergh</td> <td data-bbox="608 510 874 645">Annual Salary Increment backdated April-December 2025</td> <td data-bbox="874 510 1027 645">574.83</td> <td data-bbox="1027 510 1161 645"></td> <td data-bbox="1161 510 1315 645">574.83</td> <td data-bbox="1315 510 1541 645">NP/KV</td> </tr> <tr> <td data-bbox="336 645 608 748">HMRC (by debit card)</td> <td data-bbox="608 645 874 748">Employer NI Contributions Nov/Dec 2025</td> <td data-bbox="874 645 1027 748">124.06</td> <td data-bbox="1027 645 1161 748"></td> <td data-bbox="1161 645 1315 748">124.06</td> <td data-bbox="1315 645 1541 748">NP/KV</td> </tr> <tr> <td data-bbox="336 748 608 815">Viking Direct (by debit card)</td> <td data-bbox="608 748 874 815">Printer Cartridge</td> <td data-bbox="874 748 1027 815">58.61</td> <td data-bbox="1027 748 1161 815"></td> <td data-bbox="1161 748 1315 815">58.61</td> <td data-bbox="1315 748 1541 815">NP/KV</td> </tr> <tr> <td data-bbox="336 815 608 913">St Mary's Church</td> <td data-bbox="608 815 874 913">Donation towards repair of Church Clock</td> <td data-bbox="874 815 1027 913">700.00</td> <td data-bbox="1027 815 1161 913"></td> <td data-bbox="1161 815 1315 913">700.00</td> <td data-bbox="1315 815 1541 913">NP/KV</td> </tr> <tr> <td data-bbox="336 913 608 1120">Mark Goddard & Sons Landscaping</td> <td data-bbox="608 913 874 1120">Work completed at Brownleaze Cemetery, Blounts Court Play Area and Ryeleaze</td> <td data-bbox="874 913 1027 1120">2186.00</td> <td data-bbox="1027 913 1161 1120">437.20</td> <td data-bbox="1161 913 1315 1120">2623.20</td> <td data-bbox="1315 913 1541 1120">NP/KV</td> </tr> <tr> <td data-bbox="336 1120 608 1290">Mark Goddard & Sons Landscaping</td> <td data-bbox="608 1120 874 1290">To supply and fit a bin at Ryeleaze Field (work to be completed on 10th January)</td> <td data-bbox="874 1120 1027 1290">450.00</td> <td data-bbox="1027 1120 1161 1290">90.00</td> <td data-bbox="1161 1120 1315 1290">540.00</td> <td data-bbox="1315 1120 1541 1290">NP/KV</td> </tr> <tr> <td data-bbox="336 1290 608 1460">Potterne Solar Action Group</td> <td data-bbox="608 1290 874 1460">Contribution to Potterne Solar Action Group Professional Costs</td> <td data-bbox="874 1290 1027 1460">2500.00</td> <td data-bbox="1027 1290 1161 1460"></td> <td data-bbox="1161 1290 1315 1460">2500.00</td> <td data-bbox="1315 1290 1541 1460">NP/KV</td> </tr> <tr> <td data-bbox="336 1460 608 1496"></td> <td data-bbox="608 1460 874 1496">TOTAL</td> <td data-bbox="874 1460 1027 1496">6611.50</td> <td data-bbox="1027 1460 1161 1496">527.20</td> <td data-bbox="1161 1460 1315 1496">7138.70</td> <td data-bbox="1315 1460 1541 1496"></td> </tr> <tr> <td data-bbox="336 1496 608 1527">Date: 8.1.2026</td> <td data-bbox="608 1496 874 1527"></td> <td colspan="4" data-bbox="874 1496 1541 1527">Amount: 8000.00</td> </tr> </tbody> </table>	Payable to		Net	VAT	Gross	Authorised on internet banking by:	Village Hall	Hire 3/12/2025	18.00		18.00	NP/KV	Karon Van Den Bergh	Annual Salary Increment backdated April-December 2025	574.83		574.83	NP/KV	HMRC (by debit card)	Employer NI Contributions Nov/Dec 2025	124.06		124.06	NP/KV	Viking Direct (by debit card)	Printer Cartridge	58.61		58.61	NP/KV	St Mary's Church	Donation towards repair of Church Clock	700.00		700.00	NP/KV	Mark Goddard & Sons Landscaping	Work completed at Brownleaze Cemetery, Blounts Court Play Area and Ryeleaze	2186.00	437.20	2623.20	NP/KV	Mark Goddard & Sons Landscaping	To supply and fit a bin at Ryeleaze Field (work to be completed on 10 th January)	450.00	90.00	540.00	NP/KV	Potterne Solar Action Group	Contribution to Potterne Solar Action Group Professional Costs	2500.00		2500.00	NP/KV		TOTAL	6611.50	527.20	7138.70		Date: 8.1.2026		Amount: 8000.00			
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153/25/26	<p>Monthly Financial Summary The Bank Reconciliations dated 30th November 2025 was agreed and signed by MS, a non-bank signatory.</p>																																																																		
154/25/26	<p>Burial Fees Received None</p>																																																																		
	<p>Date of Next Meeting: THURSDAY 5th February 2026 7.30-9.00pm, Village Hall, Potterne.</p>																																																																		
	<p>The meeting closed at 20.17</p>																																																																		

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