

# 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, 3<sup>rd</sup> June 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 6<sup>th</sup> May 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. Prospective New Councillor – Teresa Hall**

### **8. Church Wall Update (RC)**

### **9. Objectives for the next 12 months (LW)**

- a. Community Fete

### **10. Highways and Footpaths (CF)**

### **11. Devizes Area Board Meetings/LHFIG (CF/NB)**

### **12. Leisure Facilities, Appearance and Environment (KC/LW/NB)**

### **13. Community (NP)**

### **14. Flooding OFWG (NB/LW)**

### **15. Planning(RC/TK)**

- a. Solar Development – Potterne Park Farm
- b. There are no Planning Applications to be considered and discussed:

### **16. Correspondence**

### **17. Finance (KV)**

- a. Year End Accounts to 2025/2026 (Paper 1)
- b. Internal Audit Report (Paper 2)
- c. Annual Governance Statement and Accounting Statements at Section 2 of the Annual Governance and Accountability Return 2025/26 (Paper 3)
- d. Agree that the date set for the Announcement of the of Exercise of Public Rights will be 5<sup>th</sup> June 2025 and the Period of the Exercise of Public Rights will be from 8<sup>th</sup> June 2026–20<sup>st</sup> July 2026 (inclusive). (Paper 4)
- e. Agree Ear Marked (Ring Fenced) Funds (Sub-Accounts)

Alan Mead Fund	£	900.00
Playground Development Stages - 2/3/4	£	20,000.00
Cemetery Extension	£	20,000.00
Flooding Impact Report (Minute 102/24/25)	£	1,500.00
Donation towards Metro Count on Whistley Road (Total	£	775.00
Donation towards A360 Pavement (Dec Mins)	£	7,500.00
George&Dragon Topographical Survey	£	625.00
<b>Ring Fenced Funds</b>	<b>£</b>	<b>51,300.00</b>

- a.
- b. 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 6/5/2026	18.00		18.00	NP/KV
Mark Goddard & Sons	To supply, fit and empty (this season) a bin at Mount Pleasant layby	550.00	110.00	660.00	NP/KV
Date: 4.6.2026		Amount to be transferred: 2000.00			

### 18. Documents/Policies

Code of Conduct Policy (Paper 5)  
 Accessibility Statement (Paper 6)  
 Health and Safety (Paper 7)  
 Internet Banking (Paper 8)  
 Privacy (Data Protection) Policy (Paper 9)  
 Risk Management Policy (Paper 10)  
 Subject Access Request (SAR) Policy (Paper 11)  
 Financial Regulations (Paper 12)  
 IT and Data Protection Policy (Paper 13)

### 19. Review of Standing Orders (RC) (Paper 14)

### 20. Burial Fees Received

**21. Date of Next Meeting:** Wednesday, 1<sup>st</sup> July 7.30-9.00pm, Village Hall, Potterne.

### 22. Close Meeting