

DRAFT

**Minutes of the Meeting of Potterne Parish Council
held on Wednesday, 3rd June 2026
in Potterne Village Hall at 7.30pm**

Present: Cllr Richard Clark (RC) (Chairman); Cllr Nesta Pudney (NP) (Deputy Chairman);
Cllr Nick Bailey (NB); Cllr Christina Firmin (CF); Cllr Terry Kennedy (TK);
Cllr Luke Wilson (LW)

Apologies: Kerry Coleman (KC)

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

40/26/27	Welcome and Apologies
41/26/27	Declaration of Members' Interests TK – taken the role of Trustee of The Patch in Potterne
42/26/27	Minutes of Meeting held on 6th May 2026 Resolved: LW Proposed, CF Seconded and all agreed that the Minutes of 6 th May 2026 were a true and accurate record.
43/26/27	Action Tracker May Open Session - TK would meet with CF/LW prior to the next meeting to discuss speeding on A360 and how to get data to put together a speedwatch team and report back next month on the way forward. TK/LW had downloaded data from SID on the South Side and TK was currently attempting to revert 2 years of data into CSV/Excel format. TR suggested that once the data was available TK should share it with Simon Garratt, the Police Inspector who attends the Devizes Area Board Meetings. With regard to the SID on the North Side, KV had contacted Phil Abbatt to find out whether he could provide the 4 digit code which was on the original booklet. KV would contact ElanCity regarding the lost code. 38/26/27 - KV to add document retention policy to website. 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. John Mann, ex-Councillor/resident – Concerns that Park Farm Music Festival advertised in Whistley Road, Scooter Valley showed as the event address. KV to contact organisers and ask them to change the address so that Whistley Road was not advertised. JA, resident, asked when it was likely that the Speedwatch Team could be set up. RC explained the issues with the SID data as per reported as part of the Action Tracker above. CF confirmed that the report received from JA in December had been submitted to the Wiltshire Highways Team who were looking at it. There were no further comments from the public therefore RC closed the Open Session
45/26/27	Wiltshire Councillor's Report – Tamara Reay, Devizes Rural West Wiltshire Council have withdrawn the draft local plan. TR felt that, without this document in place, the ability to challenge planning permissions was lost, the decision having discarded years of work. TR was also concerned that key legal advice had been withheld from all councillors, other than leaders, prior to the vote. TR had voted against the motion to withdraw the plan. The Council must now work on a new plan and TR will keep residents updated. LHFIG – There had been some confusion surrounding the budget pot. Parish Councils have been told that the budget will be reduced by 50% but this may not be the case. Clarity should be given at the meeting on 11 th June. Parish Stewards are resuming parish work, the last few months had been taken up repairing potholes and grass cutting.

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46/26/27		<p>Prospective New Councillor Teresa Hall introduced herself and said that she would like to become a co-opted Potterne Parish Councillor, being a community minded person, happy to contribute, help and take on responsibilities as needed. Councillors would consider the application and respond to TH in the next 24 hours.</p>
46/26/27		<p>Church Wall RC had authorised a payment of £114 for Wansboroughs last week as the solicitor had requested the need to digitalise some documents at Chippenham Historic Centre. Progress would be updated next month.</p>
47/26/27		<p>Objectives for the next 12 months (LW) Community Fete It was agreed that the objective to re-establishing the village fete for 2027 would be taken up by the Parish Council. LW produced a spreadsheet with two targets: (a) Improve awareness of village events. (b) start work to re-establish the fete for 2027. A list of village clubs would be gathered, providing awareness of what is going on in Potterne, together with an annual forecast of events. This would be published on the website and in the magazine. LW/TK/NP would meet to consider the steps, going forward.</p>
48/26/27		<p>Highways and Footpaths (including LHFIG/Devizes Area Board (CF)) LHFIG CF Substantive Bid Fund - G&D crossing (narrowing of the road) would be included in the bids which are considered 2/3 times a year. CF Following comments from the consultation, it was agreed that the 20mph speed limit on Whistley Road would extend as far as Five Lanes turnoff. This will need to go to further consultant and there would be a 2-3 month delay. CF Street signs – Blackberry Lane and the cast iron signs had been ordered. The next LHFIG meeting would be held on 11th June.</p>
50/26/27		<p>Devizes Area Board Meetings/LHFIG (CF) Devizes Area Board Meeting due to be held on 22nd June 2026.</p>
51/26/27		<p>Leisure Facilities, Community, Appearance and Environment (KCLW) No discussion.</p>
52/26/27		<p>Community (NP) Tidy-up completed. Thanks to all the residents who turned out to help. A Whatsapp footpaths group has now been formed to meet and clear footpaths on a monthly basis.</p>
53/26/27		<p>Flooding OFWG (NB/LW) No discussion.</p>
54/26/27	a.	<p>Planning/TPOs (RC/TK) Solar Development – Potterne Park Farm A claim has now been filed by Potterne Solar Action Group based on the grid connection timeline and its impact on the planning balance.</p>
55/26/27		<p>Correspondence JN – claimed objections to the proposed solar farms do not represent the feelings of the village.</p>
56/26/27	a.	<p>Finance Year End Accounts to 31 March 2026 had been circulated prior to the meeting Resolved: CF Proposed; NP Seconded and all agreed that the Year End Accounts to 31 March 2026 be approved.</p>
	b.	<p>Internal Audit Report had been circulated prior to the meeting Resolved: CF Proposed; NP Seconded and all agreed that the Internal Audit Report be approved. The internal auditor’s observations were received and noted.</p>
	c.	<p>Annual Governance Statement had been circulated prior to the meeting</p>

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d.	<p>Resolved: CF Proposed; NP Seconded and all agreed that the Annual Governance Statement for Year End 31 March 2026 be approved.</p> <p>Accounting Statements at Section 2 of the Annual Governance and Accountability Return 2025/26 had been circulated prior to the meeting</p> <p>Resolved: CF Proposed; NP Seconded and all agreed that the Accounting Statements at Section 2 of the Annual Governance and Accountability Return 2025/2026 be approved.</p> <p>Resolved: RC Proposed; CF Seconded and all agreed that the date set for the Announcement of the of Exercise of Public Rights will be 5th June 2026 and the Period of the Exercise of Public Rights will be from 10th June 2026–21st July 2026(inclusive).</p>																																																						
e.	<p>Allocation of Sub-Accounts within Accounting System</p> <p>Resolved: LW Proposed; TK Seconded and all agreed that sub-accounts should be ring-fenced and accounted for as follows:</p> <table border="1" data-bbox="335 533 1165 840"> <tr><td>Alan Mead Fund</td><td>£</td><td>900.00</td></tr> <tr><td>Playground Development Stages - 2/3/4</td><td>£</td><td>20,000.00</td></tr> <tr><td>Cemetery Extension</td><td>£</td><td>20,000.00</td></tr> <tr><td>Flooding Impact Report (Minute 102/24/25)</td><td>£</td><td>1,500.00</td></tr> <tr><td>Donation towards Metro Count on Whistley Road (Total</td><td>£</td><td>775.00</td></tr> <tr><td>Donation towards A360 Pavement (Dec Mins)</td><td>£</td><td>7,500.00</td></tr> <tr><td>George&Dragon Topographical Survey</td><td>£</td><td>625.00</td></tr> <tr><td>Ring Fenced Funds</td><td>£</td><td>51,300.00</td></tr> </table> <p>Funds to be prioritised:</p> <ol style="list-style-type: none"> 1. Church Wall Maintenance (depending on solicitor advice on ownership) 2. A360 road widening (by George and Dragon public house) 3. Playground/Cemetery. 	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	Ring Fenced Funds	£	51,300.00																														
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g.	<p>Resolved: LW Proposed, TK Seconded and all agreed that the following accounts be paid:</p> <table border="1" data-bbox="335 1075 1540 1926"> <thead> <tr> <th>Payable to</th> <th></th> <th>Net</th> <th>VAT</th> <th>Gross</th> <th>Authorised for internet banking by:</th> </tr> </thead> <tbody> <tr> <td>Village Hall</td> <td>Hire 6/5/2026</td> <td>18.00</td> <td></td> <td>18.00</td> <td>NP/KV</td> </tr> <tr> <td>Wansboroughs Solicitors Minute 46/26/27</td> <td>Work to digitalise Church Wall Documents</td> <td>114.00</td> <td></td> <td>114.00</td> <td>NP/KV</td> </tr> <tr> <td>Society of Local Council Clerks</td> <td>Membership 01.06.2026-31.05.2027</td> <td>158.00</td> <td></td> <td>158.00</td> <td>NP/KV</td> </tr> <tr> <td>Youth Club</td> <td>Donation Minute 56/26/27(f) above</td> <td>1500.00</td> <td></td> <td>1500.00</td> <td>NP/KV</td> </tr> <tr> <td>Mark Goddard and Sons</td> <td>To supply, fit and empty (this season) a bin at Mount Pleasant layby</td> <td>550.00</td> <td>110.00</td> <td>660.00</td> <td>NP/KV</td> </tr> <tr> <td>HMRC</td> <td>Employers National Insurance Contribution</td> <td>62.75</td> <td></td> <td>62.75</td> <td>NP/KV</td> </tr> <tr> <td></td> <td></td> <td>2402.75</td> <td>110.00</td> <td>2512.75</td> <td></td> </tr> <tr> <td>Date 4.6.2026</td> <td>Amount to be transferred</td> <td></td> <td></td> <td>£4000.00</td> <td></td> </tr> </tbody> </table>	Payable to		Net	VAT	Gross	Authorised for internet banking by:	Village Hall	Hire 6/5/2026	18.00		18.00	NP/KV	Wansboroughs Solicitors Minute 46/26/27	Work to digitalise Church Wall Documents	114.00		114.00	NP/KV	Society of Local Council Clerks	Membership 01.06.2026-31.05.2027	158.00		158.00	NP/KV	Youth Club	Donation Minute 56/26/27(f) above	1500.00		1500.00	NP/KV	Mark Goddard and Sons	To supply, fit and empty (this season) a bin at Mount Pleasant layby	550.00	110.00	660.00	NP/KV	HMRC	Employers National Insurance Contribution	62.75		62.75	NP/KV			2402.75	110.00	2512.75		Date 4.6.2026	Amount to be transferred			£4000.00	
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57/26/27	<p>Parish Council Documents: The following existing documents circulated prior to the meeting were reviewed: Code of Conduct Policy (Paper 5)</p>																																																						

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	<p>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) Resolved: CF Proposed; NP Seconded and all agreed that (other than some small formatting issues) no changes were needed to the documents.</p>
58/26/27	<p>Review of Standing Orders NALC Model – RC updated. Resolved: CF Proposed; NP Seconded and all agreed that the updated Standing Orders should be adopted.</p>
	<p>Monthly Financial Summary The Bank Reconciliation dated 30th April 2026 was agreed and signed by NB, a non-bank signatory.</p>
59/26/27	<p>Burial Fees Received None</p>
	<p>Date of Next Meeting: Wednesday 1st July 2026 7.30-9.00pm, Village Hall, Potterne.</p>
	<p>The meeting closed at 20.27</p>



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