

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, 3rd December 2025
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 5th November 2025 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. Community Governance Review (RC)

8. Wiltshire Local Plan (RC)

9. Highways and Footpaths (CF)

a. Devizes Area Board Meeting

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

- b. Maintenance of village footpaths and byways – DH – (Paper 1)
- c. Quote for a 2nd bin in Ryeleaze (Paper2+3)
- d. Wooden Seat by Bus Stop at Mount Pleasant (NB)
- e. Tree Report (work required) – (Paper 4)

11. Community (NP)

Cemetery Extension.

12. Flooding OFWG (NB/LW)

13. Website/Emails (IT Sub-Committee)

14. Planning(RC)

No Planning Applications to consider.

15. Correspondence

LC – Parking issues on Firs Hill Way

GP – Concerns regarding the state of disrepair of the Old Post Office.

16. Finance (KV)

- a. Budget 2026-2027 (Papers 5 and 6)
- b. Request for Funding – Church Clock Repairs (Paper 7)
- c. Asset Register (Paper 8)
- d. Agree Clerk Salary against 2025/2026 SLCC Scales to SCP24 (0.50ph increase).

- e. 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:
RJM Surveys	Topographical Survey at Brownleaze Cemetery	595.00		595.00	NP/KV
Royal British Legion (Potterne Branch)	Wreath for Remembrance Day (as agreed at November Mtg)	30.00		30.00	Cheque 1846
Village Hall	Hire 5/11/25	18.00		18.00	NP/KV
HMRC 475PE001761992606	Employer's NI (by debit card 25/11/25) (6.04.25-5.10.26 inc)	306.42		306.42	NP/KV
	TOTAL	949.42		949.42	
Date: 06.11.2025		Amount: £2000,00			

17. Burial Fees Received

Memorial – Godwin - £60

18. Date of Next Meeting: Wednesday, 7th January 2026, 7.30-9.00pm, Village Hall, Potterne.

19. Close Meeting