

**Minutes of the Meeting of Potterne Parish Council  
held on Wednesday, 3<sup>rd</sup> December 2025  
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:** Cllr Kerry Coleman (KC); Cllr Melanie Stovold (MS);  
Tamara Reay, Councillor, Devizes Rural West (TR);

**Attending:** Karon Van Den Bergh (Clerk);

122/25/26	<b>Welcome and Apologies</b> KC to stand back from her role as Councillor for a couple of months due to pressure of work. Councillors are very grateful for the work she has done over the past months and look forward to her return.
124/25/26	<b>Declaration of Members' Interests</b> None
125/25/26	<b>Minutes of Meeting held on 5<sup>th</sup> November 2025</b> <b>Resolved:</b> CF Proposed, TK Seconded and all agreed that the Minutes of 5 <sup>th</sup> November 2025 were a true and accurate record.
126/25/26	<b>Action Tracker</b> <b>62/25/26</b> - MS to get access code from LW for SIDs. Next Meeting. <b>95/25/26</b> - MS to speak to Produlic regarding the signage needed for the multi-gym at Ryleaze Field. Next Meeting.
	<b>Open Session</b> <b>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.</b> Resident JA explained that he had recently become a resident of Potterne and wanted to report road hazards he had spotted in the village. Church Corner should have a red hazard warning indicating a dangerous corner, an additional 30mph speed limit sign and an extreme hazard sign should be erected. The current "Sharp Turn" sign is not illuminated so is not visible at night. RC explained the history of the work being done by the Parish Council and Wiltshire Council in respect of traffic calming. CF would add the points to her list for the next Wiltshire Council Local Highway and Footpath Improvement Group (LHFIG). CF added that it looked likely that the speed limit at Court Hill would reduce to 20mph following a recent meeting with a site manager from Wiltshire Council. TK pointed out that a Traffic Regulation Order would be needed for additional road signage (each TRO costing £3,500). At the last site visit, attended by Jamie Mundy, Wiltshire Council, a number of road marking deficiencies were observed, needing attention, together with a sub-standard road surface. This has yet to be dealt with. Resident and ex-Councillor, JMann set out concerns regarding the Conservation Area in general and agreed to join a Neighbourhood Plan Sub-Committee, together with RC, TK and Jack Moss (Resident). RC explained that the publication of The Local Plan has been held up which will indicate how many houses are required to be built in Potterne. Once this information was available The Neighbourhood Plan Sub-Committee would arrange to meet. JMann felt that it was important to look at the conservation area in the first instance. JMoss agreed, feeling that some preparatory work should be done.  Robert Hunt Grubbe – A Memorial Service will be held on 6 <sup>th</sup> January from 2pm at Salisbury Cathedral.

Signed .....

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		<p>William McCormick - passed away on the 1<sup>st</sup> November 2025. The Parish Council would like to send condolences to William's family.</p> <p><b>There were no further comments from the public therefore RC closed the Open Session</b></p>
127/25/26		<p><b>Wiltshire Councillor's Report – Tamara Reay, Devizes Rural West</b></p> <p>TR send apologies and the following report:</p> <p>Apologies that I am unable to join you this evening. Please see below some update.</p> <p><b>Remembrance</b> – It seems a long time since Remembrance Sunday, but I wanted to congratulate you all on a fabulously well organised event. It was an honour to be with you at the War Memorial, at St Mary's and at the Social Club. Thank you to everyone involved in the arrangements to make Remembrance in Potterne.</p> <p><b>Community Governance Review</b> – Wiltshire Council undertakes a Community Governance Review on a periodic basis to ensure that arrangements for parishes ensure that they best reflect the identity and interests of local communities. It helps ensure that governance arrangements are as effective and convenient as they can be. It can involve adjustments to the number of parish council councillors, parish boundaries, name changes etc. This round of reviews covers the parishes within the Devizes, Marlborough and Royal Wootton Bassett &amp; Cricklade Area Boards. In the first instance the Parish Council should consider the questions covered in the briefing note and feed back to Democratic Services. Any changes will take effect from the next scheduled election on 1 May 2029. Also to note that I am Vice Chairman of the Electoral Review Committee, which is overseeing this process, so I am well placed to follow up on any issues that arise.</p> <p><b>Wiltshire Local Plan</b> - The next stage in the Local Plan process is a series of formal hearings by the Planning Inspector. However, I understand that following the initial hearings, future hearings have been postponed by the Inspector to allow further work to be completed. More information is at <a href="#">Wiltshire Local Plan Examination</a></p> <p><b>Coxhill Lane</b> – I am pleased that the road sweeper has attended to deal with fallen leaves.</p> <p>Nick and I received positive feedback from a resident, and I am happy to push Highways again on this to ensure that the gullies are as clear as they can be.</p> <p><b>Highlands Resurfacing</b> – Highlands is due for work 6-9 January and 20-24 February. A resident has queried if residents will be able to access properties during this time and I am following up with Highways Officers. When I have an answer I will reply to the resident directly, post on Facebook and email Clerk.</p> <p><b>Local Highways and Footpaths Improvement Group</b> – The next meeting is tomorrow at 10am – I am planning to join via Teams. The Parish Council should have received a survey from Wiltshire Council about the effectiveness of LHFigs – I would be grateful if you would share your responses with me so that I can sighted on your thoughts. Please email any other issues that you would like my help with in the next few weeks. With best wishes to you all for a Merry Christmas and a Happy New Year. Thank you for all your work on behalf of Potterne Parish in 2025.</p>
128/25/26		<p><b>Community Governance Review</b></p> <p>Councillors agreed unanimously that the boundaries of Potterne should remain unchanged.</p>
129/25/26		<p><b>Wiltshire Local Plan</b></p> <p>Wiltshire Council have yet to release the Local Plan.</p>
130/25/26		<p><b>Highways and Footpaths (including LHFigs/Devizes Area Board (CF) Devizes Area Board Meetings (CF)</b></p> <p>CF would attend the Meeting due to be held on 4<sup>th</sup> December and report back to Councillors at the next Parish Council Meeting. The George and Dragon crossing would be discussed, along with a 20mph speed limit at Court Hill, the yellow lines at Blounts Court and the Whistley Road TRO.</p>

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		<p>CF attended a site meeting with Wiltshire Council on 9<sup>th</sup> October when the proposal for a crossing at Church Corner was discussed. It was considered that this site was too dangerous for a crossing.</p> <p>CF had spoken to the local Police, when the Mobile Unit attended the village, who had confirmed that the PSCOs do not attend Parish Council Meetings unless there is an emergency.</p>
131/25/26	<p>a. <b>Leisure Facilities, Community, Appearance and Environment (KC/MS/LW))</b> <b>Maintenance of village footpaths and byways – Quote from DH (PAPER A)</b> The Parish Council decided not to go forward with the quote provided by Dean House, as that work should have been done by the Parish Steward. TK would, in future, liaise with DH regarding all work to be done by him.</p> <p>b. <b>Quote for e for 2<sup>nd</sup> bin at Ryeleaze from Mark Goddard (PAPER 1&amp;1A)</b> <b>Resolved:</b> NP Proposed, LW Seconded and all agreed that the quote for a 2<sup>nd</sup> bin at Ryeleaze Field from Mark Goddard should be accepted.</p> <p>c. <b>Wooden Seat by Bench at Mount Pleasant (NB)</b> NB will renovate the bench having already measured up for materials.</p> <p>d. <b>Tree Report Work required (Paper 2)</b> One quote received, awaiting a second.</p> <p>e. <b>Playground Report</b> CF pointed out that the work required at Blount's Court Playground, reported monthly by Andy Huntley, was being overlooked and needed consideration. The Parish Council is very grateful to AH for all his help.</p>	
132/25/26		<p><b>Community (NP)</b> Tom Kent from PKA Architects was in the process of putting together the mapping plan. RKA Surveyors had carried out a topographical survey.</p>
133/25/26		<p><b>Flooding OFWG (NB/LW)</b> NB confirmed that the road sweeper had attended at Cox Hill Lane which had made a massive difference to the drains. KV will email the road sweeping team regularly to ask them to attend. Ideally it should be done monthly and NB would inform TR of this. Councillors asked KV to report the following areas which need attention from the Gully Team: Court Hill Corner (large water build up); Bus stop at The Butts; Potterne Wick/A360 junction.</p>
134/25/26		<p><b>Website/Emails (MS/LW/KC/TK)</b> The new email accounts were in place and available for Councillors to use. RC asked that all Councillors set up their new email addresses prior to the January Meeting and circulate confirmation once they have been put in place. The Website will go live once the updated papers have been added. The IT Committee would arrange to meet to consider logos, branding and updates which could be added as future updates.</p>
135//25/26		<p><b>Planning/TPOs (RC)</b> There were no planning applications to be considered this month. RC had met, on behalf of the Parish Council, with PSAG and their Kings Counsel regarding Potterne Park Farm Solar, very positive meeting. It was agreed that the Solar Farm Sub-Committee would be reconstituted with the following members: RC, NB, LW, TK, Mary Gilmore, Steve Holt, Judy Boyt and Mark Wassell (ie the original members plus TK).</p>
136/25/26		<p><b>Correspondence</b> LC – Parking issues on Firs Hill Way. GP – Concerns regarding the state of disrepair of the Old Post Office. KV to report to conservation team at Wiltshire Council.</p>
137/25/26	<p>a. <b>Finance</b> <b>Church Wall</b> <b>Resolved:</b> NP Proposed, CF Seconded and all agreed that a maximum of £5000 would be ring fenced to instruct solicitors to investigate who is liable for maintenance of the Church Wall. RC would arrange for a quote from a local firm of solicitors.</p> <p>b. <b>Agree Figures for 2026/2027</b></p>	

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		<p><b>Resolved:</b> NP Proposed, CF Seconded and all agreed that the Precept would be set at £34,000, which gives a small increase from the previous year, equating to an uplift, in Band D properties, of £2.40 per annum on Council Tax payments for Potterne Parish Council.</p> <p><b>Resolved:</b> NP Proposed, NB Seconded and all agreed that the draft Budget provided as Paper 5+6, Column B, of the accompanying papers to the Agenda would be confirmed for 2026/2027.</p> <p>c. <b>St Mary's Church request for funding to repair the Church Clock</b></p> <p><b>Resolved:</b> LW Proposed, CF Seconded and all agreed that a donation of £700 would be awarded to St Mary's Church to go toward repair of the Church Clock.</p> <p>d. <b>Asset Register</b></p> <p><b>Resolved:</b> TK Proposed, RC Seconded and all agreed that the Fixed Asset Register was true and accurate and remained unchanged from that submitted to Auditors at 2024/2025 financial year end.</p> <p>e. <b>Clerk's Salary - Resolved:</b> NP Proposed, CF Seconded and all agreed that the Clerk's Salary should be increased by to SCP26 as per the Local Government Services Pay Agreement 2025/2026 with effect from April 2025.</p> <p><b>Resolved:</b> NB Proposed, TF Seconded and all agreed that the following accounts be paid:</p> <table><tr><th>Payable to</th><th></th><th>Net</th><th>VAT</th><th>Gross</th><th>Authorised on internet banking by:</th></tr><tr><td>RJM Surveys</td><td>Topographical Survey at Brownleaze Cemetery</td><td>595.00</td><td></td><td>595.00</td><td>NP/KV</td></tr><tr><td>Royal British Legion (Potterne Branch)</td><td>Wreath for Remembrance Day (as agreed at November Mtg)</td><td>30.00</td><td></td><td>30.00</td><td>Cheque 1846</td></tr><tr><td>Village Hall</td><td>Hire 5/11/25</td><td>18.00</td><td></td><td>18.00</td><td>NP/KV</td></tr><tr><td>HMRC 475PE00176 1992606</td><td>Employer's NI (by debit card) (6.04.25-5.10.26 inc)</td><td>306.42</td><td></td><td>306.42</td><td>NP/KV</td></tr><tr><td></td><td>TOTAL</td><td>949.42</td><td></td><td>949.42</td><td></td></tr><tr><td colspan="2">Date: 4.11.2025</td><td colspan="4">Amount: £4000.00</td></tr></table>	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 475PE00176 1992606	Employer's NI (by debit card) (6.04.25-5.10.26 inc)	306.42		306.42	NP/KV		TOTAL	949.42		949.42		Date: 4.11.2025		Amount: £4000.00			
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138/25/26		<p><b>Monthly Financial Summary</b></p> <p>The Bank Reconciliations dated 31<sup>st</sup> October 2025 was agreed and signed by NB, a non-bank signatory.</p>																																										
139/25/26		<p><b>Burial Fees Received</b></p> <p>None</p>																																										
		Date of Next Meeting: Wednesday 7 <sup>th</sup> January 2026 7.30-9.00pm, Village Hall, Potterne.																																										
		The meeting closed at 20.49																																										

Signed .....

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