

Potterne Parish Council

To: **Members of the Council**

**You are summoned to attend a MEETING OF POTTERNE PARISH COUNCIL
at Potterne Village Hall on Thursday, 4th March 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 5th February 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. Wiltshire Council Surplus Property Procedure – Potterne Five Lanes Carers Nest

Proposed disposal – declared surplus to service needs.

8. Defibrillator Training – 30th March 7pm

9. Electric Vehicle Infrastructure Meeting – 5th March (CF/TK)

10. Frequency of Parish Council Meetings (MS)

11. Annual Parish Meeting – 22nd April 2026

12. Website/Emails/IT Infrastructure (MS)

13. Church Wall (RC)

14. Highways and Footpaths (CF)

- a. LHFIG Meeting – 12th March
- b. Devizes Area Board Meeting – 2nd March

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

- a. Outstanding work required – Monthly Inspection Spreadsheet (Blounts Ct/Ryeleaze)
- b. Village Maintenance Work – Papers 1, 2 + 3 - Quote for additional work from Mark Goddard
- c. Wooden Seat by Bus Stop at Mount Pleasant (NB)
- d. Plans for Spring Plants (KC)

16. Community (NP)

17. Flooding OFWG (NB/LW)

18. Planning(RC/TK)

- a. Town and Parish Council Planning Forum Meeting – 10th March 2026

PL/2026/00607 (Comments by 5/3/2026)	21 Highlands, Potterne SN10 5NS	Relocation and installation of a 1400litre oil tank to the front elevation
PL/2026/11095 (Comments by 5/3/2026)	Greenacres, Blounts Court, Potterne, Devizes, SN10 5QF	Amended Plan/Additional Information The erection of a self-build dwelling and associated works
PL/2026/00719 (Comments by 5/3/2026)	The Old Vicarage, 4 Rookes Lane, SN10 5NF	Replacement of 5 windows on top floor
PL/2026/01057 (Comments by 17/3/2026)	5A Coxhill Lane, Potterne SN10 5PH	Removal/Variation of Conditions (Approved Plans) relating to application PL/2024/08330
PL/2025/09651 (Comments by 5/5/2026)	Whyr Farm, Worton Road, Devizes SN10 5PU (Amended Plans/Additional Information)	New Beef unit comprising a livestock building and temporary siting of mobile home for use as an agricultural workers dwelling together with associated works
PL/2025/01260 (Comments by 17/3/2026)	1 Crown Place, Whistley Road, Potterne, SN10 5PB	TPO - Fell – 2 Silver Birch Trees
PL/2026/01275 (not for public comment)	Falcon View Farm, Five Lanes, Potterne, SN10 5TE	Notification – A building for the storage of hay and machinery

19. Correspondence

20. Finance (KV)

- a. 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 5/2/2026	18.00		18.00	NP/KV
PKA Architects	Work on mapping grave plots at Potterne Cemetery	735.00	147.00	882.00	NP/KV
Community First Trading Limited	Insurance Renewal 2026-2027 Year 2 of 3-year contract.	485.58		485.58	NP/KV
		1238.58	147.00	1385.58	
Date: 05.3.2026		Amount: 3000.00			

21. Policies

- Review the following documents:
 Social Media Policy – Paper 4
 Document Retention Policy – Paper 5

22. Burial Fees Received

23. Date of Next Meeting: Wednesday, 1st April 7.30-9.00pm, Village Hall, Potterne.

24. Close Meeting