

DRAFT

**Minutes of the Meeting of Potterne Parish Council
held on Thursday, 4th March 2026
in Potterne Village Hall at 7.30pm**

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

Apologies: None

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

175/25/26	Welcome and Apologies
176/25/26	Declaration of Members' Interests None.
177/25/26	Minutes of Meeting held on 5th February 2026 Resolved: CF Proposed, NB Seconded and all agreed that the Minutes of 5 th February 2026 were a true and accurate record.
178/25/26	Action Tracker 62/25/26 - MS to get access code from LW for SIDs. Next Meeting. 95/25/26 - MS to speak to Produlic regarding the signage needed for the multi-gym at Ryeleaze Field. It was agreed that MS would purchase stickers at a cost of £79.22. 134/25/26 - NP to ensure new email address is up and running. Next meeting. 160/25/26 - KV to email Ian Thorne regarding PPC's concerns in reducing bin collection, extra parking fees and the reduction in the Parish Steward service. Completed. 162/25/26 - KV to find out how neighbouring Parish Councils run - number of councillors/how many meetings/retired numbers against working. Completed. 163/25/26 - Councillors to consider tender supplied by MS for IT and return comments/approval by email.
	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. BG, Resident – the rescheduling of monthly meetings should be carefully considered as any reduction would cause the loss of connection with villagers. The meetings are the only real contact point for people in the village. I would be sorry if we lose some of the regular communication we have now. Villagers can come and report issues and concerns which is vital. I have always felt very welcome and able to put a point of view across and it is dealt with in a proper way and it is important to the democratic process that we have access to the councillors and anything to reduce this would be a diminishing issue. JA, Resident – concerned about the state of the bus shelter, suggesting that gov.uk were approached to install a Community Payback Team to work on improvements. TR explained that Wiltshire Council, through the Government Bus Service Improvement Plan, had been allocated a sum of money to update and maintain bus stops and would investigate to see where Potterne sat on the list of areas to be improved. CF suggesting asked a local community group or business to sponsor the bus stop. There were no further comments from the public therefore RC closed the Open Session
179/25/26	Wiltshire Councillor's Report – Tamara Reay, Devizes Rural West TR Blounts Court and Highlands have now been resurfaced, but there had been some complaints regarding the standard of the work on Highlands from residents. The following response had been received: <i>"Highlands has been treated with a Micro Asphalt surface. Micro Asphalt is a mixture of polymer-modified bitumen emulsion, fine aggregate and cement. This treatment seals the</i>

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	<p>surface, improves texture, and extends the life of the road for many years. The process is applied in two layers: the first layer addresses minor surface imperfections, while the second restores texture. As the treatment is relatively thin, larger undulations in the existing surface will still be visible to some degree once completed.</p> <p>It is normal for a newly applied Micro Asphalt surface to take several weeks to fully cure and for the aggregate to become properly embedded. During this period, the appearance of the surface will continue to change as it settles. Factors such as temperature and traffic levels can extend this process, and it may take up to six months for the surface to reach its final visual and structural condition.</p> <p>A scheduled programme of follow-up activities will take place, including sweeping of loose aggregate, reinstating road markings, and adjusting ironworks. Routine inspections are also carried out to monitor the condition of the material before any final sign-off.</p> <p>I can confirm that the site has been inspected. While a few minor issues have been identified and will be addressed, overall the site meets our expectations.</p> <p>It is quite common for members of the public to express initial concern with Micro Asphalt surfaces, as the appearance in the early stages may not align with expectations. However, as the treatment settles and ages, these concerns typically reduce”</p> <p>TR – There had been a sewage leak on Coxhill Lane today. Wessex Water had attended, released the blockage and cleaned the area.</p> <p>TR – Resurfacing has started on Potterne Wick, with the second stretch to be completed in the next couple of weeks. The lane to Urchfont will be resurfaced next week.</p> <p>TR – There was an ongoing leak on Worton Road. Wessex Water have attended.</p> <p>TR – Black Dog Traffic Lights opened and working well, lights have data control which is overridden by traffic flow.</p> <p>TR – Police have attended Coxhill Lane due to complaints of motorcyclists using the areas at the top.</p> <p>TR – Wiltshire Council have now set the 2026-2027 Budget which will include an increase in parking charges, three weekly black bin collection and slot booking at recycling centres.</p> <p>KC questioned whether there was any news on the flooding on Whistley Road, by the Sewage Works. KV to contact Wessex Water and ask for a larger no access sign to be erected.</p> <p>CF had questioned whether the Police would attend Parish Meetings but had been told that this was not now part of their work.</p>
180/25/26	<p>Wiltshire Council Surplus Property Procedure – Potterne Five Lanes Carers Nest KV to contact Bob Berry/Robin Jequier from The Patch to inform them.</p>
181/25/26	<p>Defibrillator Training – 30th March 7pm – Village Hall For information.</p>
182/25/26	<p>Electric Vehicle Infrastructure Meeting – 5th March (CF/TK) TR - Wiltshire Council has received funding for the installation of vehicle electric cable charging for both urban centres and villages. Priority villages are Market Lavington, Seend, Bromham and Potterne. CF/TK to attend Meeting.</p>
183/25/26	<p>Frequency of Parish Council Meetings (MS) LW’s paper on this subject was not yet ready for distribution. MS proposed that the April and August meetings were taken from the calendar. The time could be utilised in a different way, Councillors would continue to meet in the Village Hall and focus on sub-committee work. Information taken from other Parish Councils confirmed that many met less than 12 times a year, with the legal requirement being 4 meetings. NP pointed out that the Annual Parish Meeting was not a Parish Council Meeting, but a time when clubs, societies, organisations and groups met to report on their previous year. LW felt that the frequency of meetings was clearly an issue on both sides and that Councillors were doing more than they needed to with the content of the meetings not working well. With a better IT systems work could be more effective. It was important to put a policy in place so that, when Councillors leave, their data is accessible. Document sharing would mean that the volume of emails is reduced giving more efficiency and effectiveness over time. The sub-committees should have better terms of reference.</p>

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	<p>CF One of the things which would make our work more efficient would be for Councillors to provide reports prior to the meetings. CF felt that it is important for PPC to meet monthly, Councillors can send apologies if they are unable to attend. If meetings were held bi-monthly items would be moved over for two months with no decisions being made. We are here to serve the public.</p> <p>NP/NB agreed that meetings should remain monthly.</p> <p>KC would welcome a reduction in meeting dates, reminding that more than half of the Councillors are in full time work and have dependent children. Less meetings would mean improved efficiency. Villagers were able to access Councillors by sending emails, which would be a good way forward.</p> <p>TK Felt that monthly meetings should remain, the Open Session being critical. The Agenda should be streamlined.</p> <p>RC felt that meetings should remain at 12 per annum, with 34 planning applications this year with a minimum of 3 weeks to comment, it was important that there was time for discussion. RC had asked advice from a local councillor whose meetings currently ran on 10 a year. The outcome was that this did not save time, as they had to catch up with the meetings they had lost.</p> <p>Following the February 26 Meeting, various members of the public had contacted to say that they value the frequency of the meetings and the availability it gives to villagers. RC felt that it was a voluntary service and, if a councillor could not make a meeting, it was no problem to send apologies.</p> <p>MS suggested that WALC (Wiltshire Association of Local Councils) be invited to give a view on what could be done differently.</p> <p>A vote was taken: five in favour of continuing with 12 meetings a year; three in favour of reducing to 10 meetings a year.</p>
184/25/26	<p>Annual Parish Meeting – 22nd April 2026 – 7.30pm Noted.</p>
185/25/26	<p>Website/Emails/IT Infrastructure</p> <p>MS had received no feedback received to draft tender circulated in January. MS felt that it was vital to improve infrastructure by sending tenders for the IT contract, support, training and cyber security. Microsoft Licences should be in place for all Councillors as they were an important part of the way forward. An approved list of IT companies was available from WALC.</p> <p>CF agreed that capabilities should be updated.</p> <p>RC felt that it was important to consider finance and not to buy something that is very expensive and too good for the Parish Council needs. RC felt that our new IT adviser had been extremely helpful.</p> <p>MS explained that (with AI) she had put together a tender, asking for solutions for Parish Councils.</p> <p>It was agreed that MS would finalise the tender and pass it to KV to send to three different companies.</p>
186/25/26	<p>Church Wall (RC)</p> <p>RC will meet with Neil Patterson from Wansboroughs, Devizes, who will charge a nominal fee for advice, on where the responsibility lies in respect of Church Wall maintenance.</p>
187/25/26	<p>Community Speedwatch Team</p> <p>TR thanked Mrs Bailey for progressing with trying to form a Speedwatch Team but warned that Potterne would have to meet the Police criteria before the team could be formed. A metrocount or SIDs data of the High Street was required.</p> <p>RC was surprised and questioned why as volunteers from the village would make up 100% of the team.</p> <p>TR explained that resources from the police were required to train the Speedwatch Team and this would not be authorised without the appropriate data.</p> <p>KV to contact the Road Safety/Driving Team at Wiltshire Council to ascertain whether a metrocount has been done on A360, outside the George and Dragon.</p>
188/25/26	<p>Highways and Footpaths (including LHFIG/Devizes Area Board (CF) Devizes Area Board Meetings (CF) Next LHFIG Meeting to be held on 12th March.</p>

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		Next Devizes Area Board Meeting to be held on 2 nd March. CF was waiting for a response from Highways regarding the A360 pavement improvements outside the George and Dragon. This project would go to LHFIG for funding.	
189/25/26	a.	Leisure Facilities, Community, Appearance and Environment (KC/MS/LW)) Outstanding Work Required – Monthly Inspection Spreadsheet (Blounts Ct/Ryeleaze) A quote for work required at Blounts Court and Ryeleaze, following the monthly playground checks provided by Andy Huntley, had been received from Mark Mence in the sum of £3,289.80, broken down at £1,920 labour and £1,369.80 materials (to be paid in advance). Resolved: NP Proposed, MS Seconded and all agreed to accept the quote from Mark Mence dated 4 th March.	
	b.	Village Maintenance Work – Quote for additional work from Mark Goddard Papers 1,2,3 Two quotes received for work from Mark Goddard: Quote 0474 - £300+VAT – to cut back footpaths (x3) Quote 0477 - £230+VAT – to cut back overhanging trees in Ryeleaze Resolved: NP Proposed, LW Seconded and all agreed to accept Quotes 0474 and 0477 from Mark Goddard.	
	c.	Wooden Seat by Bus Stop at Mount Pleasant (NB) Work to be completed.	
190/25/26		Community (NP) KV to arrange for the skip in the Cemetery to be replaced. KV to send NP a list showing the position of the waste bins which Wiltshire empty. NP to arrange a village clear up in May. Councillors thanked the Youth Club for the work, clearing the rubbish from the streets of Potterne, filling a large amount of bags which were taken to the recycling centre.	
191/25/26		Flooding OFWG (NB/LW) No discussion.	
192/25/26	a.	Planning/TPOs (RC/TK) Town and Parish Council Planning Forum Meeting – 10th March 2026 RC/TK to attend.	
	b.	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
		No Objection	
		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
		Objection – These amendments do nothing to satisfy our concerns as expressed in our previous Comment (WC-25-01-322529), which we reiterate. We continue to OBJECT to this proposal. It is now proposed that the dwelling would be even further outside the Settlement Boundary and in our opinion would be even more incongruous and out of place than the previous proposal. We are also very concerned about the loss of habitat following the likely removal of trees.	
		PL/2026/00719 (Comments by 5/3/2026)	The Old Vicarage, 4 Rookes Lane, SN10 5NF Replacement of 5 windows on top floor
		No Objection.	
		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

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No Objection -
Potterne Parish Council has no objection to this Application provided there is imposed a Condition that the proposed glass doors on the western side of the house cannot be seen from 3 Coxhill Lane because of the fence to be erected between the those two properties.

PL/2025/09651 <i>(Comments by 5/5/2026)</i>	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
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No Objection

PL/2025/01260 <i>(Comments by 17/3/2026)</i>	1 Crown Place, Whistley Road, Potterne, SN10 5PB	TPO - Fell – 2 Silver Birch Trees
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No Objection

PL/2026/01275 (not open for public comment)	Falcon View Farm, Five Lanes – Potterne SN10 5TE	New build for storage of hay and machinery
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Whilst we understand that this is a Prior Notification and therefore not open for public comment we wish nevertheless to draw the LPA's attention to the following because we believe this Application requires serious scrutiny:

1.This is a proposal to erect on a 5 hectare (12.5 acre) unspoilt site an agricultural storage building measuring 223 square metres (2,520 square feet) *"in order to make most sufficient use of this land needed to support the day-to-day running of the holding"* according to p.3 of the Applicant's Assessment document on file. However that claim is contradicted by the statement that it is *"required to support and ensure the efficient operation of the business."* 'The business' is presumably that of Abee Pest Control, a pest control business covering (according to its website) wasps, ants, rats/mice, bees, insects, squirrels etc. Not only do we question that there is an *"essential need for"* such a large building on such a small area of land and/or for dealing with such pests, but we are also very concerned at the potential non-agricultural business use. We rely on the LPA to ensure that the proposal accords fully with Permitted Development planning policy.

2.There is a statement in the formal Application (see 'Site Visit', p.6) that the site cannot be seen from a public road, public footpath, bridleway or other public land. This is patently untrue: the whole site can, and the proposed building would, clearly be seen from footpaths POTT 85 and 129, and from byway POTT110 and from bridleway POTT 114. Such visibility would be exacerbated by the building's height (5.37m, 17.5 feet), grey roof and concrete panel construction. Indeed, according to the plans the building would be less than 10 metres from the bridleway. The Applicant will not need reminding that his agent signed a Declaration on his behalf that to the best of his knowledge all facts stated are true and accurate.

3.Access to the site is via Mill Lane and over a small bridge with a weight limit of, we believe, just 8 tons. We understand that the Applicant has on at least one occasion been responsible for a vehicle significantly heavier than 8 tons crossing such bridge, and there is concern that the bridge and the road surface might become damaged by delivery vehicles transporting the necessary building materials.

4.There is already a great deal of activity on the site, and we strongly recommend the Case Officer to visit the site if she has not already done so.

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		<p>There is a large caravan which, we understand, is frequently occupied with young children running around, and several structures have gone up, including what appears to be another barn. This activity has raised a lot of local interest and there is widespread concern that it might lead to further development and spoil the amenity of the area. It will be closely monitored.</p> <p>Potterne Park Solar Development RC confirmed that the Appeal Notice, on behalf of the Sub-Committee, had been forward to Wiltshire Council. It was noted the there have been 91 different objections, at the last count, who had objected to the appeal. Wiltshire Council will fight the appeal on initial grounds.</p>																																														
193/25/26		<p>Correspondence No correspondence not previously noted on the Agenda.</p>																																														
194/25/26	a.	<p>Finance Resolved: CF Proposed, NP Seconded and all agreed that the following accounts be paid:</p> <table border="1"> <thead> <tr> <th>Payable to</th> <th></th> <th>Net</th> <th>VAT</th> <th>Gross</th> <th>Authorised on internet banking by:</th> </tr> </thead> <tbody> <tr> <td>Village Hall</td> <td>Hire 5/2/2026</td> <td>18.00</td> <td></td> <td>18.00</td> <td>NP/KV</td> </tr> <tr> <td>PKA Architects</td> <td>Work on mapping grave plots at Potterne Cemetery</td> <td>735.00</td> <td>147.00</td> <td>882.00</td> <td>NP/KV</td> </tr> <tr> <td>HMRC By debit card</td> <td>NI Employer's Contribution 6 Jan-5 Feb Month 10</td> <td>63.41</td> <td></td> <td>63.41</td> <td>NP/KV</td> </tr> <tr> <td>Community First Trading Limited</td> <td>Insurance Renewal 2026-2027 Year 2 of 3-year contract.</td> <td>485.58</td> <td></td> <td>485.58</td> <td>NP/KV</td> </tr> <tr> <td colspan="2"></td> <td>1301.99</td> <td>147.00</td> <td>1448.99</td> <td></td> </tr> <tr> <td colspan="2">Date: 05.3.2026</td> <td colspan="4">Amount: 3000.00</td> </tr> </tbody> </table>					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	HMRC By debit card	NI Employer's Contribution 6 Jan-5 Feb Month 10	63.41		63.41	NP/KV	Community First Trading Limited	Insurance Renewal 2026-2027 Year 2 of 3-year contract.	485.58		485.58	NP/KV			1301.99	147.00	1448.99		Date: 05.3.2026		Amount: 3000.00			
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195/25/26		<p>Policies The following documents were considered and discussed: Social Media Policy MS considered the current policy to not be fit for purpose and needing a total rewrite. MS would make suggestions and return with a draft at the next meeting. Document Retention Policy MS was concerned that the document does not cover electronic storage of documents.. CF reminded that this policy was to consider how long documents must be retained before shredding. This would be considered at the next meeting. KV to send RC a copy of the present Standing Orders which should be added to the next Agenda for discussion.</p>																																														
196/25/26		<p>Burial Fees Received None</p>																																														
		Date of Next Meeting: Wednesday 1 st April 2026 7.30-9.00pm, Village Hall, Potterne.																																														
		The meeting closed at 21.16																																														

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