D R A F T

Minutes of the Meeting of Potterne Parish Council held on Wednesday, 4th November 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 Teresa Hall; Cllr Terry Kennedy (TK);

Apologies: Cllr Luke Wilson (LW);

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

125/26/27		**Welcome and Apologies**
126/26/27		**Declaration of Members' Interests** None.
127/26/27		**Minutes of Meeting held on 7th October 2026** **Resolved:** CF Proposed, TK Seconded and all agreed that the Minutes of 7th October 2026 were a true and accurate record.
128/26/27		**Action Tracker** **August Open Session -** TK to download a second set of data, a month or so after the first download to send to Wiltshire Council. TK had downloaded the data and was aware that the results were kilometres per hour and not miles. This information will now be assessed. **September Open Session** - CF to investigate whether an air-filled metrocount would be free from Wiltshire Council for A360. CF had been made aware that a metrocount would be free of charge if a resident applied to the Parish Council for this to be done. JA, resident, agreed to complete the relevant paperwork and return it to the Parish Council. This process would be limited to one metrocount per annum. **120/26/27** - NB silt fence obtained, a couple of volunteers lined up to erect. Once the go ahead is received from the landowner arrangements would be made to put the fence up.
		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.** PM, Resident, explained that The Carers Nest had been offered to the Patch as a community asset. PM questioned whether the Parish Council would be happy for the Carers Nest to be utilised by The Patch. The building would have various uses, ideas being a bicycle workshop, language teaching, a mens shed, DIY projects, various educational uses. The grass banks attached to the property would be used for additional parking, with the possibility of a wildflower meadow, manned by volunteers. The unit was a simple, modern one, with a working disabled toilet initially used by the primary school and nursery. RC advised that PM should look at Wiltshire Council break clauses before taking responsibility for the project. PM agreed, confirming that the building would also be surveyed before The Patch went ahead and took ownership. JA, resident, referred to the traffic issues in Potterne, having approached the Crime Commissioner and received no response. JA also noted that he had not heard back from Brian Matthew, MP, despite having received reassurances that he would following the recent surgery in Potterne. TA will follow up the email sent to the Police and Crime Commissioner for a response. John Mann, resident, ex-Councillor, reminded all present that there would be a Remembrance Day Service on Sunday from 10.45am at the War Memorial followed by a service in Church and a free buffet in the Social Club. A second service would be held at Soldier's Walk at 10.45 on Wednesday 11th November. All welcome. Tom Kent PKA Surveyors, resident, planning applications PL/2026/06376/06377 (below) explained that he was the landowner and applicant. The first application was for a replacement office on land opposite TK's home in Potterne Wick. The second was

		on Whistley Road, at TK's parent's home. The hope was to move the office from one site to the other, housing four employees. The building would be eco-friendly and energy efficient, building without concrete, using natural materials with a timber frame. A number of reports have been completed including ecology and highways with a landscaping plan having been put in place using native hedging and trees to lessen impact, along with a green roof. A safety inspection had been completed. Drains would be dealt with on-site, with a treatment plant. There would be minimum traffic impact as this was a working office. TK and his family are keen to keep their business in Potterne, which was established in 1991. All agreed that the Parish Council had no objection to either planning application with one condition – noted below. **There were no further comments from the public therefore RC closed the Open Session**
129/26/27		**Wiltshire Councillor's Report – Tamara Reay, Devizes Rural West** The proposed Melksham Bypass will be cancelled causing concerns as to how to move traffic, particularly freight, as the A350 and A36 had been designated as the strategic highway to the Dorset coast. The Leader of Wiltshire Council will write to The Secretary of State for Transport to ask for the decision to be overturned. The hopes for a West Ashton/Westbury Bypass were now unlikely to come to fruition. A new grant scheme "Activating Places" would be introduced to support town centres. One grant was being made available for shop events, pop-ups and temporary use. The second grant was for long-term occupation. The idea for both was to stimulate the town centres of Wiltshire. Funding applications are welcomed. Changes to the National Planning Policy Framework by the government had been announced meaning that Unitary Councillors no longer had the power to call in planning applications to the Planning Committee. Although this power had only been used 2-3 times in Potterne (not including the solar developments) over the last few years it has been very useful. Going forward, planning applications will fall into two categories – firstly, developments of up to 9 residential units and smaller and, secondly, larger applications, decisions being made on gateway testing by the Chair of Planning and the Chief Planning Officer. Devizes Area Board Meeting is due to be held on 9th November. All residents are welcome. The meeting includes Wiltshire Council, Parish Councils and other organisations, focusing on the issues of Devizes. TR will Chair the meeting, setting clear priorities and trying to find solutions to the current anti-social behaviour in Devizes, particularly the Market Place. The Public Space Protection Order means there are restrictions on where street drinking can take place and there seems to have been very limited partnership working between the agencies. This is a real concern for the businesses as this does not show Devizes in a particularly favourable light. With a new Police Inspector in place the situation may now improve. Operational Flood Working Group due to be held on 11th November. NB would not attend but was keen to keep an ear to the ground and be informed on discussion and decisions. Local Highways Improvement Group – TR took the opportunity to thank CF and John Mann for the work they have been doing in this area. TR confirmed that a Road Surfacing Schedule should be available, from Wiltshire Council by the end of November.
130/26/27		**Conservation Communication Problems – Broadband Project (NB/TK)** No discussion.
131/26/27		**Church Wall Update (RC)** RC confirmed that on11th October 2026 St Mary's Church Council served a notice on Potterne Parish Council, under Section 215(2) of the Local Government Act passing the

		maintenance of the St Mary's closed churchyard (including all walls and fences) to Potterne Parish Council. On 12th October 2026 Potterne Parish Council served a notice to Wiltshire Council, under Section 215(3) of the Local Government Act passing such maintenance obligation to Wiltshire Council. A response had yet to be received.
132/26/27		**Objectives for the next 12 months (NP)** Community Fete – 5th June 2027 NP will seek commitment from volunteers in January to work as a parking team, with a group to help with the erection of gazebos. The George Day Field has been booked for the event.
133/26/27		**Highways and Footpaths (including LHFIG/Devizes Area Board (CF)** LHFIG Bid – George and Dragon Crossing Improvement Plan (CF/John Mann) JM circulated copies of an application form for Substantive Highways Scheme Funding for a A360 build-out at the George and Dragon Public House. For sight of a copy please contact the Clerk. The deadline for the document to be with Wiltshire Council is 27th November. JM asked Councillors to read and consider the document, returning any questions or additions as necessary. The project will cost in the region of £10,000 and would be very important for the village. Discussion would be had at the LHFIG meeting tomorrow. It was agreed that comments/approval from all Parish Councillors should be returned to RC/CF by Friday, 6th November. LHFIG Meeting – 5th November. A project to build out the top end of A360 to Blackberry Lane would be tabled. In the first instance, a reduction of speed to 30mph from Blackberry Lane to the Village Gates would be proposed. CF would ask when the yellow lines at Blounts Court would be painted.
134/26/27	a b. c. d.	**Leisure Facilities, Community, Appearance and Environment (LW/TH)** **Annual Inspections – Blounts Court (Paper 1); Ryeleaze (Paper 2)** No major issues. **Repair of Church Steps** Clerk had accepted the quote from Wiltshire Stone Masons and would contact them to ascertain a date for commencement of work. **Replacement Fences and associated works at Blounts Court – Quote Conservation Contractors (Paper 1); Quote The Garden Construction Co (Paper 4)** It was agreed that the quote from Conservation Contractors Limited would be accepted for the work required at Blounts Court playground. **Road Sweeper for Coxhill Lane (NB)** Clerk/NB had been in touch with Grist Environmental and NB had met with a contractor on site. We await a quote.
135/26/27		**Community (NP)** **Defibrillators** NP/KV would take on the management of the defibs, one sited on the High Street and the other at the Youth Centre. NP would provide KV with the expiry dates on the pads, KV will then be able to register the two devices on "The Circuit". NP would ensure that both devices were checked on a monthly basis, keeping a record of the dates. KV will update The Circuit monthly, NP letting KV if any action is required.
136/26/27		**Flooding OFWG (NB/LW)** No discussion
137/26/27		**Planning/TPOs (RC/TK)**

PL/2026/06376 *(Comments by 5/11/2026)*	Land to the South of 49 Potterne Wick, SN10 5QW	Change of use from agricultural paddock to use class E(g)(i) and erection of single storey office building with associated parking, bin and cycle store and landscaping
No Objection		

Signed …….. Dated ……

PL/2026/06506 *(Comments by 5/11/2026)*	Land at Manor Farm, Worton Road, SN10 5PP	General purpose agricultural storage building for fodder and straw.
Pre-planning application, no comment required		
PL/2026/06377 *(Comments by 9/11/2026)*	Featherbrook House, Whistley Road, SN10 5TD	Change of use from Architect's Office as part of live/work unit to ancillary domestic accommodation associated with Featherbrook House
No Objection - provided there is imposed a condition that the property is not to be occupied at any time other than for purposes ancillary to the residential use of the main dwelling known as Featherbrook House Whistley Road Potterne and it shall remain with the same planning unit as the main dwelling.		

138/26/27 **Correspondence**

LG, resident, reported an issue with dog mess on Blounts Court, with a resident putting full poo bags down the drains. KV would approach Mark Goddard for a quote to place a bin by the entrance of Blounts Court Playground (opposite No. 56). The quote should also include charges for regular emptying of the bin. KV to purchase a "No Dogs" sign for the Cemetery. LR, resident, reported a crumbling pathway from the top of Highways to The Butts on to the zebra crossing. NP would investigate.

139/26/27 **Clerks's Contract change 10-14 hours per week**

Addendum to Clerk's contract signed by KV/RC/NP as per instructions in October Minutes.

140/26/27 **Finance**

Agree accounts to be paid and transfer of sufficient funds to agree accounts to be paid and transfer of sufficient funds to pay accounts:

Resolved:NB Proposed, NP Seconded and all agreed that the following invoices should be paid:

Payable to		Net	VAT	Gross	Authorised on internet banking by:
Village Hall	Hire 7/10/2026	18.00		18.00	NP/KV
ROSPA Playsafety Ltd	Annual Playground Inspections Blounts Court/Ryeleaze	166.00	33.20	199.20	NP/KV
Mark Goddard & Sons Landscaping	Groundcare 1.10.26-31.12.26	1904.73	380.94	2285.67	NP/KV
HMRC (DD)	Employer Tax/NI	189.99		189.99	NP/KV
AVG	PC Annual Anti-Virus Protection	58.32	11.67	69.99	NP/KV
Royal British Legion	Poppy Wreath for Remembrance Sunday	35.00		35.00	NP/KV
		2387.04	425.81	2812.85	
Date: 5.11.2026				Amount to be transferred:	3000.00

141/26/27 **Monthly Financial Summary**

The Bank Reconciliation dated 30th September was agreed and signed by NB a non-bank signatory.

142/26/27 **Burial Fees Received**

None.

Date of Next Meeting: Wednesday 2nd December 7.30-9.00pm, Village Hall, Potterne.

The meeting closed at 20.30

Signed …….. Dated ……