

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, 5th May 2026
at 7.30pm at Potterne Village Hall**

Press & Public are invited to attend.

AGENDA

1. Welcome and Apologies

2. Election of Chairman

3. Election of Deputy Chairman

4. Areas of Responsibility (and current holders) – to be considered

Highways and Footpaths (CF)

Leisure Facilities, Appearance and Environment (NP/KC/MS/LW)

Community (NP)

Flooding (NB/LW)

Residential Development/TPOs (RC/TK)

Devizes Area Board Meetings (CF)

LHFIG Meetings (CF/NB)

Finance (KV/RC)

5. Declaration of Members' Interests

6. Minutes of Meeting held on

To resolve that the minutes of the meeting of the Council held on the 4th March 2026 are a true and accurate record.

7. Action Tracker Update

8. 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.

9. Wiltshire Councillor Update – Tamara Reay, Unitary Councillor, Devizes Rural West

10. Annual Parish Meeting – 22nd April 2026

Feedback

11. Website/Emails/IT Infrastructure (MS)

12. Objectives for the next 12 months (LW)

13. Highways and Footpaths (CF)

a. Street Signs – The Patch

b. Road Re-Surfacing

14. Devizes Area Board Meetings/LHFIG (CF/NB)

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

a. Blounts Court Playground Update 2026 – PAPER 1

16. Community (NP)

a. Quote from Mark Goddard, to supply, fit and empty a bin at the layby – PAPER 2

17. Flooding OFWG (NB/LW)

18. Planning(RC/TK)

a. Planning Applications to be considered and discussed:

PL/2026/02248 (Comments by 7/5/2026)	6 Duck Street, Potterne, Sn10 5NB	T1 Sycamore – reduce crown by up to 3m to leave a finished height of 11m and a finished spread of 5m.
PL/2025/09651 (Comments by 7/5/2026)	Whyr Farm, Worton Road, SN10 5PU	New beef unit comprising a livestock building and temporary siting of mobile home for use as an agricultural workers dwelling together with associated works. (Amended Plan)
PL/2026/02204 (Comments by 7/5/2026)	5 High Street, Potterne, SN10 5NA	Notification of proposed works in a conservation area – Pine Tree 50% crown thin
PL/2024/11095 (Comments by 7/5/2026)	Greenacres, Blounts Court, Potterne SN10 5QF	The erection of a self build dwelling and associated works (Amended Plan)

19. Correspondence

TR – Potterne Dog Attack

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 1/4/2026 +22/04/2026	36.00		36.00	NP/KV
Wiltshire/National Association of Local Councils (WALC)	Annual Subscription	584.83	116.97	701.80	NP/KV
Mark Goddard & Sons Landscaping	Grass Cutting – Blounts Court and Ryeleaze Field, Brownleaze Cemetery – 14/10/25-31/03/2026	530.00	106.00	636.00	NP/KV
Mark Goddard & Sons Landscaping	1 st Quarter Groundcare Contract 01/04/2026-30/06/2026	1904.73	380.94	2285.67	NP/KV
Mark Goddard & Sons Landscaping	Cutting back trees overhanging Ryeleaze Field	230.00	46.00	276.00	NP/KV
Information Commissioner's Office	Data Protection Annual Fee Ref: ZA343207 (DD)	47.00		47.00	NP/KV
Avon Trophies	Engraving – Jubilee Cup and Alan Mead Trophy	35.00		35.00	NP/KV
Viking Direct	Printer Cartridge (pd DC 20/4)	38.38	7.68	46.06	NP/KV
St Mary's Churchyard	Contribution towards Grass Cutting.	750.00		750.00	NP/KV
Auditing Solutions Limited	Internal Audit 2025-2026	340.00	68.00	408.00	NP/KV
		4495.94	725.59	5221.53	
Date: 6/5/2026		Amount: 6000.00			

21. Document Retention Policy (MS)

22. IT and Data Protection Policy

23. Review of Standing Orders (RC)

24. Burial Fees Received

£260.00 Huntley Interment and Memorial.

EroB to be signed - Huntley

25. Date of Next Meeting: Wednesday, 2nd June. 30-9.00pm, Village Hall, Potterne.

26. Close Meeting