

DRAFT

**Minutes of the Meeting of Potterne Parish Council
held on Wednesday, 6th May 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 Terry Kennedy (TK);
Cllr Melanie Stovold (MS); Cllr Luke Wilson (LW)

Apologies: Cllr Kerry Coleman (KC);

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

19/26/27	Welcome and Apologies
20/26/27	Election of Chairman Resolved: NP Proposed CF Seconded and all agreed that Richard Clark should continue in the role of Chairman of Potterne Parish Council. RC accepted.
21/26/27	Election of Deputy Chairman RC Proposed CF seconded and all agreed that Nesta Pudney should continue in the role of Deputy Chairman of Potterne Parish Council. NP accepted.
22/26/27	Areas of Responsibility Highways and Footpaths (CF) Leisure Facilities, Appearance and Environment (KC/LW) Community (NP) Flooding (NB/LW) Residential Development/TPOs (RC/TK) IT/Website (TK/LW) Devizes Area Board/LHFIG Meetings (CF) Finance (KV/RC)
23/26/27	Declaration of Members' Interests None Resignation of Councillor MS confirmed that she would resign her role as Councillor on Potterne Parish Council from the close of this meeting. RC thanked her for her hard work and commitment on behalf of all Councillors.
24/26/27	Minutes of Meeting held on 1st April 2026 Resolved: NP Proposed, TK Seconded and all agreed that the Minutes of 1 st April 2026 were a true and accurate record.
25/26/27	Action Tracker 62/25/26 - MS to get access code from LW for SIDs. LW /MS to ascertain whether it is possible to temporarily move the SIDs. MS to hand over to LW. 185/25/26 - MS to finalise the IT tender and pass it to KV to send to three different companies. MS to hand over to LW. 09/26/27 - All Councillors to circulate yearly objectives at least two weeks prior to the meeting date. Next Meeting. 11/26/27 - KV would contact Wiltshire Council to ascertain whether the renovation of the shelter at Ryeleaze could be considered as a Community Payback Project. Youth Club a possibility. KV waiting for a response. 14/26/27 - KV to ask villagers, via Facebook and the magazine for suggestions of where the electric vehicle charging stations should be sited. 10 locations have now been sited.
	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. Resident, Owners of Whyr Farm, Worton Road – Planning Application PL/2025/09651.

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	<p>Referring to the application for a mobile home and cattle building on their land, the owner asked for any queries on the application, explaining that he had completed countless surveys to limit the impact on other people and did not want to cause problems in the community. The building would house only cattle, no pigs or chickens. Cows would be housed during the wet season (4-6 months). There would be approx. 240 animals in the shed, which was designed to have separate areas for mucking out. The welfare standard would be extremely high. The owner stressed how important it is to procure food in the UK, with farming seeming to be a dying industry. There was a passion for farming at Whyr Farm with numbers of cattle increasing in the last two years to just under 200. Currently the owner rents buildings in Potterne Wick.</p> <p>RC explained that Potterne Parish Council had considered the application and did have some concerns, but these were already included in previous planning comments. One question was whether it was necessary for someone to be housed permanently on site. RC noted that the development had been completed and the enterprise was showing to be viable.</p> <p>Owner pointed out that the application for was a mobile home and not a permanent residence.</p> <p>RC confirmed that the Parish Council had asked that the mobile home was used solely for the person employed to farm the cattle with a condition that pigs and chickens were not farmed in the shed.</p> <p>Owners said that they were happy with those conditions, pointing out that it was vital to have someone on site as calves were vulnerable and farming was a 24hr a day job.</p> <p>RC on behalf of Potterne Parish Council, wished the owners the best of luck, stating that, if the conditions are accepted by Wiltshire Council, they had no further issues.</p> <p>Resident, JA – raised concerns regarding the speeding on the A360, asking the Council if they were any closer to setting up a Community Speedwatch Team. CF explained that to set up a Speedwatch team data was required showing the speed of the traffic. This could be attained either by a metrocount or by using SIDs data.</p> <p>NP suggested that, if it was impossible to take the data from the SIDs, the Parish Council should consider funding a metrocount.</p> <p>TK would meet with CF/LW prior to the next meeting and report back next month on the way forward.</p> <p>CF pointed out that the police would not allow a Speedwatch Team without data. It would then be possible to get training.</p> <p>Resident, TH – would be interested in becoming a Councillor. RC suggested that TH contact KV following the meeting for details on how to apply.</p> <p>There were no further comments from the public therefore RC closed the Open Session</p>
	<p>Church Wall</p> <p>Wansboroughs solicitors are currently looking at the situation at a cost of £500 (+ £180 to digitalise records). RC will await advice and report back next meeting.</p> <p>TR was aware that Kennet District Council (now Wiltshire Council) had historically confirmed that the Church Wall was their responsibility. TR had received an email from the Head of Local Highways who thought that the responsibility sat with the Property Department. TR will keep chasing for confirmation.</p>
2626/27	<p>Wiltshire Councillor's Report – Tamara Reay, Devizes Rural West</p> <p>TR Wiltshire Council is cutting the finance available for LHFIFG which will make the pipeline of small projects in villages more challenging. LHFIFG enables local villages and parishes to have a say in the areas which need attention. The funding will be cut by half and the meetings will reduce to 3 a year (from 4). The money saved will be put into the substantive pot, which funds bigger projects in the county, usually around 4 projects a year.</p> <p>TR had attended a Cabinet Meeting today and questioned when parish stewards will be back in the villages. There is no current schedule.</p> <p>TR wanted to take the opportunity to thank John Mann, villager and ex-Councillor and CF for their excellent comprehensive Traffic Report.</p>

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		TR confirmed that Steve Holt and PSAG are continuing to have a strong voice on the next stage of the process for Potterne Park Farm Solar Development. TR would be involved in the next stage and will try to ensure that the expertise is considered and thinking is robust.
27/26/27		Annual Parish Meeting – 22nd April 2026 NP Excellent meeting, well attended, lots of interesting reports received.
28/26/27		Website/Emails/IT Infrastructure (MS) TK/LW will take this on following MS's departure
29/26/27		Objectives for the next 12 months (LW) LW felt that it was time to develop plans around two objectives decided by Councillors. Speeding/playgrounds/appearance and village fete were all possible objectives. We will need a framework to feed to the action tracker. The projects will need time, energy and commitment, together with financial commitment. NP is part of the PPC, responsible for fundraising and pointed out that the village fete was usually led by the Church, but there were no plans for one this year. A Flower Festival was planned, in its place, in September. LW asked whether Councillors thought that the Parish Council/Church could make the Fete a joint venture. MS thought it would be a good idea for the playground to have a grand opening before the summer holidays.
30/26/27		Highways and Footpaths (including LHFIG/Devizes Area Board (CF)) LHFIG This is currently the forum to apply for reduction in speed limits although, going forward, it had been decided that Wiltshire Council would take this over as a desk top exercise and metrocounts are likely not to be funded. Metrocounts currently cost £3000. MS pointed out that rather than look at speeding on the A360, Whistley Road may need to take precedence. There had been a number of accidents on Whistley Road recently, but none on the A360. Whistley Road had no footpaths and speeding was also an issue. Road Signs CF had been working with John Mann on the continuing road signs project. It was agreed that signs would be funded for: High Street; Whistley Road (Caution single track lane) and Pig Tail Lane (No Parking); The Patch (one at Blackberry Lane and one on the Main Road); a sign on the Roundabout - To The Cemetery. Resolved: NP Proposed CF Seconded and all agreed that £1,500 towards funding would be made available to CF/John Mann for their work on replacing street signs. RC, on behalf of the Parish Council, congratulated CF for all her hard work on this project. Huge thanks also go to John Mann and Andy Huntley who has been working tirelessly on updating the old road signs in the village. Many thanks to both.
31/26/27		Devizes Area Board Meetings/LHFIG (CF) 22 nd June 2026 LHFIG – May Date tbc
32/26/27	a. b.	Leisure Facilities, Community, Appearance and Environment (KC/MS/LW) Outstanding Work Required a. Waiting for work to be completed and invoice from Mr Mence. b. Blounts Court Playground Update 2026 (Paper 1) MS presented the quote received from Proludic for playground equipment to be installed in Blounts Court Playground. Proludic had recently worked on the outdoor gym equipment in Ryeleaze field. No other quotes had been taken. MS asked for an agreement, in principle, for the funding. RC raised concerns about spending a large amount of money before advice regarding the Church Wall was received in case the Parish Council is liable for any maintenance costs. It was agreed that a decision to spend funds on play equipment would be held off until advice was received from Wansboroughs.
33/26/27		Community (NP) Quote for additional bin in Layby from Mark Goddard (NP) (Paper 2)

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		Resolved: NP Proposed LW Seconded and all agreed that the quote for a bin at the layby by Mount Pleasant, supplied, fitted and emptied, would be accepted.					
34/26/27		Flooding OFWG (NB/LW) NB Defence barriers would be purchased and erected for the wet season. Currently the condition of the roads is a bigger problem, with regular requests made for the Gully Team to attend.					
35/26/27	a.	Planning/TPOs (RC/TK) SOLAR DEVELOPMENT – Potterne Park Farm RC “The PPF application was refused but they appealed, and I was sorry to report that their appeal has been allowed - so despite everybody's best efforts that beautiful part of the village will now almost certainly be devastated - this is land which the landowner himself described just 5½ years ago as "an historic landscape of trees, hedges and pastures that was once the hunting park of the medieval bishops of Salisbury... that has ecological and historic importance". Quite what changed his mind I don't know, but I personally also feel let down by Wiltshire Council and particularly a couple of their officers. We're still digesting the detail of the 20+ pages of the Inspector's Decision. Nonetheless, I would like to record our deep gratitude to various non-Councillors who helped us throughout this whole 2½-year battle: Mary Gillmore of CPRE, Judy Boyt from Easterton, Mark Wastell, Ash Wilson, and of course Steve Holt from PSAG”.					
		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. No Objection			
		No Objection					
		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) As above			
		No objection subject to the comments made by the Potterne Parish Council in January 2026. The applicants have told Potterne Parish Council that they are happy with ALL such conditions.					
		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 – No Objection			
		No Objection					
		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)			
		This is a new plan, a correction on the old one which was defective. Potterne Parish Council object on the same basis as previously, subject to previous conditions.					
36/26/27		Correspondence TR – Potterne Dog Attack.					
37/26/27	a.	Finance Resolved NP Proposed, RC Seconded and all agreed that the following accounts be paid:					
		Payable to		Net	VAT	Gross	Authorised for internet banking by:
		Village Hall	Hire 1/4/2026 +22/04/2026	36.00		36.00	NP/KV
		Wiltshire/National Association of	Annual Subscription	584.83	116.97	701.80	NP/KV

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	Local Councils (WALC)						
	Mark Goddard & Sons Landscaping	Grass Cutting – Blounts Court and Ryeleaze Field, Brownleaze Cemetery – 14/10/25-26/03/2026	530.00	106.00	636.00	NP/KV	
	Mark Goddard & Sons Landscaping	Cutting back trees in Ryeleaze	230.00	46.00	276.00	NP/KV	
	Mark Goddard & Sons Landscaping	Groundcare 2026 1 st Quarter April-June	1904.73	380.94	2285.67	NP/KV	
	Information Commissioner's Office	Data Protection Annual Fee Ref: ZA343207 (DD)	47.00		47.00	NP/KV	
	Avon Trophies (debit card)	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	
	Water2Business	Water Rates – Cemetery (DD)	64.53		64.53	NP/KV	
	Auditing Solutions Limited	Internal Audit Service 2025-2026	340.00	68.00	408.00	NP/KV	
	St Mary's Churchyard	Contribution towards Grass Cutting.	750.00		750.00	NP/KV	
	HMRC	NI Contributions Period 12 (25/26)	178.63		178.63	NP/KV	
			4739.10	725.59	5464.69		
	Date: 6/5/2026		Amount: 6000.00				
38/26/27		<p>Policies</p> <p>Document Retention Policy - <u>Resolved</u>: NP Proposed LW Seconded and all agreed that the Document Retention Policy required no changes and should be added to the Website.</p> <p>IT and Data Protection Policy – KV to put together a draft for consideration at the next meeting.</p> <p>Review of Standing Orders - RC considered our current Standing Orders, would update and return with document next meeting.</p>					
		<p>Monthly Financial Summary</p> <p>The Bank Reconciliations dated 28th February 2026 was agreed and signed by TK, a non-bank signatory.</p>					
39/26/27		<p>Burial Fees Received</p> <p>£260.00 – Huntley – Interment, EroB</p>					
		Date of Next Meeting: Wednesday 3 rd June 2026 7.30-9.00pm, Village Hall, Potterne.					
		The meeting closed at 20.44					

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