

**Minutes of the Meeting of Potterne Parish Council  
held on Wednesday 2 September at 7.00pm via Zoom**

**Present:** Cllr Philip Abbatt (PA) (for part); Cllr Peter Balls (Chairman) (PB); Cllr John Chandler (Vice-Chairman) (JC); Cllr Richard Clark (RC); Cllr Andrew Huntley (AH); Cllr Nesta Pudney (NP);

**Also present:** Karon Van Den Bergh (Clerk)

**Apologies:** Cllr Carol Clifford (CC); Cllr John Mann (JM); Cllr Chris Twiney (CT);  
Cllr Robert Hunt-Grubbe (RHG)

**Absent:** Cllr Tony Molland (TM)

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>51/20/21</b> | <b>Welcome and Apologies:</b> The Chairman welcomed Councillors and received apologies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>52/20/21</b> | <b>Declaration of Members' Interests:</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>53/20/21</b> | <b>Minutes of Meeting held on 5 August 2020: <u>Resolved</u>:</b> RC proposed, AH seconded and all agreed that the minutes were an accurate record. The minutes will be signed at a later date due to Covid 19 restrictions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>54/20/21</b> | <p><b>Action Tracker Update</b></p> <p><b>36/20/21</b> - SIDs – Parish Steward had been instructed to cut down overhanging branches. Padlock and Cable to be ordered. Graham Watts had been asked to provide a volunteer to take responsibility for checking SIDs but unfortunately the individual who might have helped here is moving from the village in September. Parish Councillors to continue searching for helpers with the SIDs.</p> <p><b>37/20/21</b> – Clerk waiting for skip to be full before instructing Grist to replace the floor. Playground Service &amp; Check – Awaiting Inspector. 56 Blounts Court – Padlock purchased.</p> <p><b>38/20/21</b> – Clerk to ascertain the way forward for taking on the land.</p> <p><b>39/20/21</b> – PA would take on role of inspecting sites where planning permission had been sought to fell or reduce trees in the village.</p> <p><b>40/20/21</b> - Signs at Soldiers Walk – The Royal British Legion had agreed to donate £200 from the Veterans Fund. JM would be asked to order signs. AH/JC would arrange for the bench to be put in place, which would include a plaque. Deadline Remembrance Sunday 2020.</p> <p><b>41/20/21</b> – Installation of Fibre Broadband in Rural Communities – Ongoing.</p> <p><b>42/20/21</b> – Engraving of Jubilee Cup and Alan Mead Trophy – Completed. Presentations to be arranged.</p> <p><b>43/20/21</b> – Letter to be written on behalf of the Parish council to thank Ali Bridewell and the Good Neighbours Team for their work during the pandemic.</p> |
|                 | <p><b>Open Session</b></p> <p><b>PB 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 to be discussed at the next meeting if confirmed in writing.</b></p> <p>PB acknowledged the difficulties Councillors were having receiving documents from the Clerk. Documents sent in PDF were being received in winmail.dat format. The Clerk would continue to try to adjust the laptop settings and failing this, PB would try to help resolve the matter.</p> <p><b>There were no further comments from the public therefore PB closed the Open Session.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| 55/20/21 |  | <p><b>Road Safety, Vehicle Parking and Public Transport (whole council)</b><br/> PB There were continuing issues with the SIDs. The solar panels of the SID on the southern side of the village were not working because of overhanging branches cutting out the light.<br/> The SID on the northern side had not worked since installation.<br/> JM would be asked to arrange for replacement of the SID on the northern side and for the height of the trees to be reduced on the southern side.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 56/20/21 |  | <p><b>Leisure Facilities, Appearance and Environment (JC/AH)</b></p> <ol style="list-style-type: none"> <li>1. <b>Blounts Court Park, Six Broken Fence Posts on Play Area to be Replaced.</b><br/> Oral quote received from Brian Wilks of £140.00. All agreed.<br/> The fence posts would be repaired but a more permanent structure was required in the form of a metal fence with one gate. Clerk to research which company was responsible for the installation of the Ryleaze fence and arrange for a quote for the Blounts Court one.</li> <li>2. <b>Preparation required in play area before inspection.</b><br/> Play bark was needed. The inspection report would be acted on when received.</li> <li>3. <b>Signs for Play Area – No dogs allowed.</b><br/> PB had placed two signs outside the play area and would make sure that they were permanent.</li> <li>4. <b>Silver Street to Cox Hill Lane Footway</b><br/> JC There was an issue with soil erosion and debris wash flowing down onto the Cox Hill Road blocking the gully ways, causing flooding. Batterboards or sleepers were needed to hold back the soil. Improvement of the maintenance of the footway, which fills with mud, was also required. A broken post needed attention and the sign forbidding bikes and motorbikes to be resurrected. A proposal was needed for general improvement. Clerk to arrange a meeting with Wiltshire Council Highways Department and JC/PA.</li> <li>5. <b>Wooden gates leading into the field between the Firs Hills Houses.</b><br/> JC had contacted Paul Millard, Wiltshire Council, responsible for Footpaths following a meeting with PA/AH who had agreed to provide the materials for the gates. The Parish Council would have to support by arranging for Brian Wilks to do the work in erecting the gates. All agreed.</li> <li>6. <b>Proposed Play Area within Potterne Playing Field</b><br/> JC would like to put together a Working Group to ascertain whether a new play area at Ryleaze would be an asset to the village.</li> <li>7. <b>Quote from Mark Goddard for work in Cemetery (PAPER 1)</b><br/> All agreed that the quote should be accepted.</li> <li>8. <b>Replacement Salt Bin at Court Hill (Paper 2)</b><br/> AH had repaired the Salt Bin. Clerk would add it to the list of bins forwarded to Wiltshire Council to replenish with salt.</li> </ol> |

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| 57/20/21                                                                                                           | <b>Community and Learning (NP, CC)</b><br>NP Would arrange to present The Alan Mead Trophy to Five Lanes Primary School once it had been returned to the engravers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------|---------------------------------------------------|--------------|--------------|----------------------|----------------------|-------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------|-------|-------|------|-------|---------------------------------|------------------------------|-------|------|-------|--|
| 58/20/21                                                                                                           | <b>Commercial Development (CT)</b><br>No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 59/20/21                                                                                                           | <b>Footpaths and Cycleways (PA, JM)</b><br>Clerk to write to Mr & Mrs Clare, Black Dog Farm (NP to provide full address) to ask them to resolve the problem of Japanese Knotweed. If Mr & Mrs Clare were unable to resolve the issue Wiltshire Council would be contacted.                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 60/20/21                                                                                                           | <b>Communications (JM. KV, TM)</b><br>No Discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 61/20/21                                                                                                           | <b>Residential Development:</b><br>To consider the following applications<br><table border="1" data-bbox="375 734 1342 1048"> <tr> <td>20/07032/TPO</td> <td>Woodstock, Blounts Court, Potterne SN10 5QE</td> <td>TPO G1 Beech's reduce by 4m to maintain 1x canopy</td> </tr> <tr> <td colspan="3" style="text-align: center;">No Objection</td> </tr> <tr> <td>20/07389/TCA</td> <td>Woodstock, Blounts Court, Potterne, Devizes, Sn10 5QE</td> <td>Holly – Fell Cherry – Remove east facing limb</td> </tr> <tr> <td colspan="3" style="text-align: center;">No Objection on the condition that the felled material from the Holly must be taken away and not left at the site.</td> </tr> </table> | 20/07032/TPO                                      | Woodstock, Blounts Court, Potterne SN10 5QE | TPO G1 Beech's reduce by 4m to maintain 1x canopy | No Objection |              |                      | 20/07389/TCA         | Woodstock, Blounts Court, Potterne, Devizes, Sn10 5QE | Holly – Fell Cherry – Remove east facing limb | No Objection on the condition that the felled material from the Holly must be taken away and not left at the site. |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 20/07032/TPO                                                                                                       | Woodstock, Blounts Court, Potterne SN10 5QE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TPO G1 Beech's reduce by 4m to maintain 1x canopy |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| No Objection                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 20/07389/TCA                                                                                                       | Woodstock, Blounts Court, Potterne, Devizes, Sn10 5QE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Holly – Fell Cherry – Remove east facing limb     |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| No Objection on the condition that the felled material from the Holly must be taken away and not left at the site. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 62/20/21                                                                                                           | <b>Correspondence</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 63/20/21                                                                                                           | <b>Demise of Police Parish Council Reports (PB)</b><br>PB would write to the Police Commissioner to inform that ceasing the Police Parish Council Reports was not acceptable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 64/20/21                                                                                                           | <b>Update of Burial Fees and Adoption of Cemetery Regulations (Paper 3 &amp; 4)</b><br>It was agreed that the Burial Fees would be increased and Cemetery Regulations would be adopted as per the papers. Both documents would be added to the Website and displayed on the Cemetery Noticeboard.<br><b>Resolved:</b> NP proposed, RC seconded                                                                                                                                                                                                                                                                                                                                                         |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 65/20/21                                                                                                           | <b>Audit Report (PAPER 5 AND 6)</b><br>Clerk to confirm that all actions and recommendations have been acted on at next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| 66/20/21                                                                                                           | <b>Finance:</b><br>Accounts to be paid and transfer of sufficient funds to pay accounts:<br><b>Resolved:</b> Proposed by RC, seconded by AH and agreed that the following accounts be paid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                   |                                             |                                                   |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
|                                                                                                                    | <table border="1" data-bbox="387 1727 1358 2000"> <thead> <tr> <th><i>Payable to</i></th> <th></th> <th><i>Net</i></th> <th><i>VAT</i></th> <th><i>Gross</i></th> </tr> </thead> <tbody> <tr> <td>HMRC/K Van Den Bergh</td> <td>Administration Costs</td> <td>561.17</td> <td>0.00</td> <td>561.17</td> </tr> <tr> <td>K Van Den Bergh (Viking Direct)</td> <td>Files</td> <td>44.59</td> <td>8.92</td> <td>53.51</td> </tr> <tr> <td>K Van Den Bergh (Avon Trophies)</td> <td>Engraving of Jubilee Cup and</td> <td>20.00</td> <td>0.00</td> <td>20.00</td> </tr> </tbody> </table>                                                                                                                   | <i>Payable to</i>                                 |                                             | <i>Net</i>                                        | <i>VAT</i>   | <i>Gross</i> | HMRC/K Van Den Bergh | Administration Costs | 561.17                                                | 0.00                                          | 561.17                                                                                                             | K Van Den Bergh (Viking Direct) | Files | 44.59 | 8.92 | 53.51 | K Van Den Bergh (Avon Trophies) | Engraving of Jubilee Cup and | 20.00 | 0.00 | 20.00 |  |
| <i>Payable to</i>                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <i>Net</i>                                        | <i>VAT</i>                                  | <i>Gross</i>                                      |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| HMRC/K Van Den Bergh                                                                                               | Administration Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 561.17                                            | 0.00                                        | 561.17                                            |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| K Van Den Bergh (Viking Direct)                                                                                    | Files                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 44.59                                             | 8.92                                        | 53.51                                             |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |
| K Van Den Bergh (Avon Trophies)                                                                                    | Engraving of Jubilee Cup and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 20.00                                             | 0.00                                        | 20.00                                             |              |              |                      |                      |                                                       |                                               |                                                                                                                    |                                 |       |       |      |       |                                 |                              |       |      |       |  |

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|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Alan Mead<br>Shield                                |               |              |               |
|  |  | PFK Littlejohn<br>Accountant                                                                                                                                                                                                                                                                                                                                                                                                                          | Annual<br>Governance &<br>Accountability<br>Return | 200.00        | 40.00        | 240.00        |
|  |  | Andrew Huntley                                                                                                                                                                                                                                                                                                                                                                                                                                        | Padlock                                            | 11.99         |              | 11.99         |
|  |  | SSE                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Electricity to Bus<br>Shelter                      | 6.16          | 0.30         | 6.46          |
|  |  | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    | <b>843.91</b> | <b>49.22</b> | <b>893.13</b> |
|  |  | Inter account transfer:                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |               |              |               |
|  |  | Date: 3.9.2020                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                    | Amount:       |              | 1000.00       |
|  |  | <p><b>Date of next meeting:</b> Wednesday 7 October 2020, 7.00pm at The Village Hall, Potterne<br/> Councillors discussed whether meetings should continue on Zoom or revert to the newly re-opened Village Hall.<br/> Councillors were split but it was agreed that the meetings would return to The Village Hall for the October Meeting.<br/> Councillors who were not present at today's meeting would be asked to offer an opinion by email.</p> |                                                    |               |              |               |
|  |  | <b>The Chairman closed the meeting at 8.15pm</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |               |              |               |

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