

# DAUNTSEY PARISH COUNCIL

[www.dauntseyparishcouncil.gov.uk](http://www.dauntseyparishcouncil.gov.uk)

27<sup>th</sup> June 2023

Dear Councillor,

You are summoned to a **Meeting of the Dauntsey Parish Council**, to be held on **Monday 3<sup>rd</sup> July 2023** commencing at **7.00pm** in the **Brinkworth Earl Danby's Lower School Hall, Dauntsey**. The Press and Public are welcome to attend the Meeting.

Yours faithfully,

*Vivian Vines*

Vivian A Vines MBE

## FULL COUNCIL MEETING

(Agenda Items for decision are marked as such)

**NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

**PUBLIC QUESTION TIME:** an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

**REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES:** an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

## AGENDA

1. **APOLOGIES:** To receive and agree Apologies from Council Members. **(to note) (For Decision)**
2. **DECLARATIONS OF INTEREST:** To note any Declarations of Interests in accordance with Dauntsey Parish Council's Code of Conduct and Standing Orders including any Dispensations required under the Code of Conduct. **(to note)**
3. **MINUTES:** To receive and sign as a true record the Minutes of the Council Meeting/s held on:
  - i) Annual Council Meeting held 2<sup>nd</sup> May 2022. **(see attached Draft Minutes) (For Decision)**
  - ii) Parish Council Meeting held 2<sup>nd</sup> May 2022. **(see attached Draft Minutes) (For Decision)**
4. **PLANNING:**

**Planning Applications:** To make observations on planning application consultations received. Prior to the consideration of each Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

  - a) PL/2023/03594 – Full Planning Permission  
Proposed Implement Store (Resubmission of PL/2022/05846)  
Field off Old Sodom Lane, Dauntsey, Wiltshire SN15 4HZ  
For Mr Charlie Hatfield \*

- \* The Council raised no objections to the previous application that was refused by Wiltshire Council. The Council has responded to the application and advised Wiltshire Council that they have no objections to the proposal. **(For Ratification)**
- b) PL/2023/03659 – Householder Planning Permission  
Proposed Single Storey Extension to Bungalow  
Inchbrook, Old Sodom lane, Dauntsey, Wiltshire SN15 4HZ  
For Mr James Kimber **(see online) (For Decision)**
- c) PL/2023/04130 – Full Planning Permission  
Erection of Composting Toilet with the Graveyard of St James Church, Dauntsey  
St James Church, Dauntsey SN15 4HT  
For Rev Steven Wilkinson **(see online) (For Decision)**

There are no further applications to consider at the time of Agenda publication. **(to note)**

**Planning General:** To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications. To receive notification and consider any other Planning related matters, including updates on any Planning Applications that have not yet been determined and Planning Appeals.

There are no planning matters to report at the time of Agenda publication. **(to note)**

## 5. **FINANCE:** To note any financial matters, any receipts and payments made

### a) Payments made since last Meeting **(to note)**

There have been no payments made since the last Council Meeting.

### b) Payments to be made **(see attached) (For Decision)**

Brinkworth Earl Danby's C E School Hall Hire. 23/24	Inv LS244	05.05.2023	£ 216.00
Community First Trading. Zurich Insurance Renewal YLL2720278713	23/24		£ 562.48
Leander Architectural. 3 x Fingerpost signs	Inv 12508	24.05.23	£ 9,084.00
SLCC. Membership fees 23/24 MEM244612-1	24.06.23		£ 222.00
Idverde Limited. Waste Collection 01.05.23 – 31.05.23	Inv 10882171	19.05.23	£ 416.96*
Idverde Limited. Waste Collection 01.06.23 – 31.06.23	Inv 10884701	21.06.23	£ 416.96
Citizens Advice Wiltshire. Section 137 Grant (see later Agenda item)			£

\* Agreement has been reached with Idverde Ltd that Inv 10879318 20.04.23 will receive a full Credit and Inv 10882172 19.05.23 a half Credit

### c) Receipts: The Council has the following receipts since the last Council Meeting. **(to note)**

There have been no receipts since the last Council Meeting.

### d) To note Bank Account Balance/s: **(to note)**

Lloyds Account No. 02333109	30 <sup>th</sup> May 2023	£ 60,117.46
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### e) Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2023

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31<sup>st</sup> March 2023. The Parish Council is within those limits, income being £24,438.00 and expenditure being £23,849.51. The relevant Receipts and Payments Accounting Schedule is attached for consideration and approval. **(see attached) (For Decision)**

The Parish Council can still request that the External Auditor carries out a limited assurance review if they wished but they will be charged.

In these circumstances the Parish Council can agree to issue a Certificate of Exemption to the External Auditor. **(see attached) (For Decision)**

The Parish Council still needs to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales. This has been completed and the Period for Public Rights of Inspection is 3<sup>rd</sup> July 2023 to 11<sup>th</sup> August 2023. **(see attached) (For Decision)**

**6. CLERKS REPORT:** To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) **Autospeedwatch Devices.** To consider any updates, data recorded, including any further requirements and actions, including reporting. **(For Decision)**
- b) **Speed Identification Devices (SIDs).** To consider any updates and any further requirements and actions. **(For Decision)**
- c) **Wilts & Berks Canal Trust.** The Council was advised that Branch Meetings would be held on Tuesday 16<sup>th</sup> May 2023 and 20<sup>th</sup> June 2023 at The Rachel Fowler Centre, Melksham. The Agenda and Management Reports were circulated. The Draft Minutes have been received and circulated. The MCC and FL Branch AGM is to be held on Tuesday 18<sup>th</sup> July 2023 at the same venue. To receive any updates. **(to note) (For Decision)**
- d) **Wilts & Berks Canal Trust.** The May 2023 online edition of the "On the Button" Magazine has been received and circulated. **(to note)**
- e) **Wilts & Berks Canal Trust.** The Dragonfly Summer 2023 online edition has been received and circulated. **(to note)**
- f) **Parish Council Database.** To consider any updates, including any further requirements and actions. **(For Decision)**
- g) **Local Highway and Footway Improvement Group (LHFIG).** A Meeting was scheduled for Tuesday 27<sup>th</sup> June 2023 to be held using Microsoft Teams. **(to note) (For Decision)**
- h) **Highway Fingerpost Direction Sign/s.** To receive any updates and to consider any further action. **(to note)**
- i) **Dauntsey Parish Neighbourhood Area Plan.** To receive any updates and to consider any further action, including deferring until there is community interest. **(For Decision)**
- j) **Wiltshire Council – Notification of Temporary Road Closures.** To receive any updates on the closure of the B4069 (Part) from its junction with Hollow Way, Bradenstoke to its junction with the B4122. **(to note) (For Decision)**
- k) **Parish Award Scheme 2023-2024** The Council agreed that the scheme should continue. To consider any actions required. **(to note) (For Decision)**
- l) **Parish Demographics.** To consider any actions. **(to note) (For Decision)**
- m) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on the 18<sup>th</sup> May 2023 in Committee Room D, Monkton Park, Chippenham at 9.30am. To receive any reports and updates and any actions required. **(to note) (For Decision)**
- n) **Wiltshire Council - Briefing Note 23-13.** The Council has received a Briefing Note in regards to the New Kerbside Collections of Small Rechargeable Electricals **(see attached) (to note)**
- o) **Great British Spring Clean 2023.** To consider options **(to note) (For Decision)**
- p) **Climate Action Plan.** Before considering further the Council wished to see examples of Action Plans. Since the last Meeting several have been sourced including Box Parish Council and Corsham Town Council, being local examples. To consider further. **(see attached) (For Decision)**
- q) **Citizens Advice Wiltshire.** The Council has received a request from the CAB to financially support the service. The Council has previously supported the organisation with a Section 137 Grant. To consider the request. **(see attached) (For Decision)**
- r) **Wiltshire Council - Briefing Note 23-14.** The Council has received a Briefing Note in regards to Family Hubs. **(see attached) (to note)**
- s) **Wiltshire Bus Review.** The Council has been advised that a Wiltshire stakeholder engagement survey is being conducted on future bus services in Wiltshire. The online survey closed on 30<sup>th</sup> June 2023 but has now been extended until 9<sup>th</sup> July 2023. **(see attached) (For Decision)**

- t) **M4 Motorway Gaps.** The issue of safety measures was raised for consideration and was deferred at the last Council Meeting. **(For Decision)**
- u) **Village Gateways.** The Council received details from a local manufacturer. The Council has previously considered Gateways as a traffic calming option. The matter was deferred at the last Meeting for further consideration following a stock take of the existing Gateways in the Parish. **(to note) (For Decision)**
- v) **Wiltshire Council - Briefing Note 23-15.** The Council has received a Briefing Note in regards to the Five-year Housing Land Supply and Housing Delivery Test position. **(see attached) (to note)**
- w) **CPRE Wiltshire Best Kept Village Competition 2023.** An entry was made this year. and the Council has been notified of the First Round results. The Judges' comments have been provided. **(see attached). (to note)**
- x) **Wiltshire Council - Briefing Note 23-17.** The Council has received a Briefing Note in regards to Launch of the Second Solar Together Scheme in Wiltshire and Swindon. **(see attached) (to note)**
- y) **Wiltshire Council - Briefing Note 23-18.** The Council has received a Briefing Note in regards to New "Explore Wiltshire" Heritage App. **(see attached) (to note)**
- z) **CPRE Wiltshire AGM.** The Council has received an invitation to attend the CPRE AGM to be held on 13<sup>th</sup> July 2023 at 6.30pm in the Corn Exchange, Devizes. **(see attached). (to note)**
- aa) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (LRF) has initiated a new scheme called Community Emergency Contacts and has invited the Council to participate and engage in this. To consider any actions. **(see attached) (to note) (For Decision)**

## 7. UPDATE ON STANDING ITEMS:

- a) Recreation Field – To consider ground and equipment maintenance and improvements.
  - i) The Recreation Field Working Group. To raise general issues and receive any updates **(For Decision)**
    - a) Recreation Ground Improvements. To receive any updates and consider any actions required. **(to note) (For Decision)**
  - ii) Council Member Inspection Rota. To raise general issues and receive any updates. **(For Decision)**
  - iii) RoSPA Inspection. The Council any urgent actions arising from the Annual Inspection Report 2022. **(to note) (For Decision)**
  - iv) Dauntsey Brook Parapet Walls-Entrance to Recreation Ground. To consider any further actions required. **(to note) (For Decision)**
  - v) Grass Cutting Contract. To receive any updates. **(to note)**
- b) Notice Boards – To raise general issues and receive any updates. **(to note) (For Decision)**
- c) Flooding Update – To raise general issues and receive any updates, including Wiltshire Council Operational Flood Group North matters.
  - i) Highway ditches in the Good Monday's Farm area. To receive any updates. **(to note) (For Decision)**
  - ii) Wiltshire Council has asked the Parish Council to assist by speaking to landowner/s as Network Rail has experienced surface water flooding at the former Dauntsey Station causing disruption the to the rail services. To consider and agree action/s required. **(see attached) (For Decision)**
- d) Parish/Community Website/Social Media – To receive any updates. **(to note)**
- e) Quality Council – To receive any updates. **(to note)**
- f) Asset Register – To receive any updates. **(to note)**
- g) School Liaison – The Council received a copy of the latest Newsletter. **(to note)**

- h) Health & Safety Register – To receive any updates. **(to note)**
- i) Freedom of Information Act-Publication Scheme – To receive any updates **(to note)**
- j) Code of Conduct and Standing Orders etc – The Council has agreed to keep under review all Council Policies during the year. **(to note)**
- k) Wiltshire Council Malmesbury Area Board – The Area Board met on Tuesday 6<sup>th</sup> June 2023 at 7.00pm in Ashton Keynes Village Hall, Park Place SN6 6NT. To receive any updates. The next Meeting is scheduled for 19<sup>th</sup> September 2023 at 7.00pm in Crudwell Village Hall SN16 9HB **(to note)**
- l) Dauntsey Community Emergency Plan. To monitor and to consider any updates that may be required. **(to note) (For Decision)**
- m) Defibrillator Project. To raise general issues and receive any updates. There is a need to complete the new Memorandum of Understanding with the S W Ambulance NHS Foundation Trust for each defibrillator. **(see attached) (For Decision)**
- n) Neighbourhood Watch/Community Safety. To receive any updates. **(to note)**
- o) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**

## 8. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the priority Parish Steward works. A Parish Steward visits is scheduled for 10<sup>th</sup> July 2023. **(to note) (For Decision)**
- b) Rights of Way – To raise general issues and receive any updates. A report has been provided, by Cllr A Bond, in regard to Footpath Dauntsey 18. **(see attached) (to note) (For Decision)**
- c) Highway Conditions and Maintenance - To raise general issues, including any updates. **(For Decision)**
  - i) Highway Maintenance Requirements. To raise general issues and receive any updates. **(For Decision)**
  - ii) Sodom Lane village entrance sign. To receive any updates following the last Council Meeting. Minute 18/23 (iii) refers and to consider options. **(For Decision)**

## 9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting. **(For Decision)**

10. **DATE OF NEXT MEETING:** The next Full Council Meeting is scheduled for **Monday 4<sup>th</sup> September 2023 at 7.00pm** to be held in Lower School Hall. However, Members should note that **Monday 14<sup>th</sup> August 2023** is scheduled for a Council Planning Meeting at 7.00pm and Notice will be given if this Meeting is required. **(to note)**