

DAUNTSEY PARISH COUNCIL

www.dauntseyparishcouncil.gov.uk

1st March 2023

Dear Councillor,

You are summoned to a **Meeting of the Dauntsey Parish Council**, to be held on **Monday 6th March 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:
Parish Council Meeting 9th January 2023. **(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/2023/00900 – Full Planning Permission
Change of Use of Land to Provide a Gypsy Site, consisting of Four Pitches and Associated Hardstanding, Landscaping and a Commercial Barn
Land at Manor Farm, Sodom Lane, Grittenham, Wiltshire SN15 4JY
For Mr John Lee **(see online) (For Decision)**

- * The Council has previously commented on a planning application for this site, which is situated in Brinkworth Parish. (PL/2021/05660) The application was for Two pitches and Two dayrooms and was refused by Wiltshire Council. **(see attached) (to note)**

- b) PL/2023/01423 – Full Planning Permission
Change of Use from Offices (Class E) to 8 No. One Bedroom Apartments
Units 5 and 6, Middle Green Lane, Dauntsey, Wiltshire SN15 4HY
For Mr Roddy Thorner - Flower & Hayes Developments Ltd **(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.

- a) Application PL/2021/04055
The Change of Use of Land to 2 No Gypsy/Traveller Pitch and Associated Works including 2 No Mobile Home, 2 No Touring Caravan and 2 No Dayroom and Hardstanding and Stables
Land at Grittenham, Chippenham SN15 4JY
For Mr Bowers

* The Council was advised that an appeal had been submitted in regards to the refusal of this planning application situated in Brinkworth Parish. (Appeal Ref: APP/Y3940/W/22/3312704) The Council had submitted comments on the original application. The timescale for submission of comments on the appeal was the 24th February 2023. Following consultation with Council Members the Clerk submitted representations to the Planning Inspectorate and reiterated the original comments. **(see attached) (to note)**

- b) Application PL/2022/09481
Change of Use of Land to Private Gypsy Site and 2 No Stables (Resubmission of PL/2021/04055)
Land at Grittenham, Chippenham SN15 4JY
For Mr Bowers

* The Council was advised that a planning application had been submitted in regards to the above proposal situated in Brinkworth Parish. The Council had submitted comments on the previous application. Following consultation with Council Members the Clerk submitted representations to Wiltshire Council and reiterated original comments. **(to note)**

- c) PL/2022/09691 – Householder Planning Permission
New Porch to Side of Dwelling
Stable Cottage, Olive Mead Lane, Dauntsey, Nr Chippenham, Wiltshire SN15 4JF
For Mr Bob Sparrow **Approved with Conditions 14th February 2023**

There are no further 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 to be made: **(see attached) (For Decision)**

Idverde Limited. Waste Collection 01.01.23 – 31.03.23	Inv 10870188	25.01.23	£	218.40
Mr V A Vines. Clerks Salary incl HMRC PAYE. Year Ending 31.03.23			£	4,102.28
Mr V A Vines. Clerks Expenses inc Audit/reimbursements etc Year Ending 31.03.23			£	802.14

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

Seagry Parish Council. Leander Highway Fingerpost Sign. Inv No. 1		£	2,811.00
Seagry Parish Council. SID installation posts and signs. Inv No. 2		£	777.20
Kington St Michael Parish Council. Leander Highway Fingerpost Sign. Inv No. 3		£	2,661.00
Kington St Michael Parish Council. SID installation posts and signs. Inv No. 4		£	388.60
Langley Burrell Without Parish Council. SID installation posts and signs. Inv No. 5		£	388.60

- c) To note Bank Account Balance/s: **(to note)**

Lloyds Account No. 02333109 30th January 2023

£ 55,090.27

- d) Council Budget 2023-2034. The Council considered and approved their Budget at the last Council Meeting and set their Precept Requirement. Attached is a copy of the Budget for information. **(see attached) (to note)**

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 including post positions and any further requirements and actions. **(For Decision)**
- c) **Wilts & Berks Canal Trust.** The Council was advised that a Branch Meeting would be held on Tuesday 17th January 2023 at The Rachel Fowler Centre, Melksham. The Agenda and Management Reports were circulated. The Draft Minutes were received and circulated. The next Branch Meeting was held on Tuesday 21st February 2023. The Draft Minutes have also been received and circulated. To receive any updates. **(to note)**
- d) **Wilts & Berks Canal Trust.** The January and February 2023 online editions of the "On the Button" Magazine have been received and circulated. **(to note)**
- e) **Wilts & Berks Canal Trust.** The Council has received the Draft Minutes of the Branch Annual General Meeting held on Tuesday 6th September 2022. These have been previously 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).** The last LHFIG Meeting was held on Tuesday 24th January 2023. The Note Tracker was received and circulated. The Note Tracker Notes from that Meeting have also been received and circulated. The next Meeting is scheduled for Tuesday 4th April 2023 to be held using Microsoft Teams. **(see attached) (to note) (For Decision)**
- h) **Highway Fingerpost Direction Sign/s.** To receive any updates and to consider any further action. The Council agreed to proceed with 3 replacement signs. Leander Architectural, the supplier of the Brinkworth turning sign has designed and quoted accordingly and an order has been placed. **(see attached) (to note) (For Decision)**
- i) **Dauntsey Parish Neighbourhood Area Plan.** To receive any updates and to consider any further action. A publicity flyer appeared in the last edition of The Parish Pump. **(to note) (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. A Wiltshire Council Lyneham Banks (February 23) Newsletter has been received and circulated. **(to note) (For Decision)**
- k) **Parish Award Scheme 2022-2023** The closing date for nominations was 14th February 2023. To receive any updates. It is intended that the Awards be presented at the Annual Parish Meeting on the 3rd April 2023. To receive any updates. **(to note) (For Decision)**
- l) **Parish Demographics.** The Council agreed to consider the demographics of the Parish to assist in forward policies and planning. The Census 2021 data has now been sourced and circulated. To consider any updates and actions. **(see attached) (For Decision)**
- m) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on the 19th January 2023. To receive any reports and updates and any actions required. **(to note) (For Decision)**
- n) **Election Costs.** Wiltshire Council has advised that it will intend to recover administration costs from May 2025. (The next Full Council Election date). There will be costs associated for contested and uncontested elections and also any by-elections occurring during the lifetime of a Council. An indication of potential charges at today's date is provided. **(see attached) (to note)**
- o) **Wiltshire Council - Briefing Note 23-01.** The Council has received a Briefing Note in regards to the Use of Council-owned Land for Environmental Mitigation. Wiltshire Council, in its capacity as landowner, was considering the best way to make use of its land to assist with environmental mitigation. **(see attached) (to note) (For Decision)**

- p) **CPRE Wiltshire Best Kept Village Competition 2023.** Advance notification of this years Competition was received in January. Subsequently, the invitation to enter the Competition has been received. Entries need to be made by Friday 21st April 2023. The Council did not enter the Competition last year. To consider entry. **(see attached) (For Decision)**
- q) **His Majesty King Charles III – Coronation Celebration.** Council Members will be aware that the Coronation takes place on Saturday 6th May 2023 and that Monday 8th May 2023 will be an additional UK-wide Bank Holiday. The Council may wish to consider supporting a Parish Event during that period. The Council has received a NALC Briefing and a copy of a letter to NALC from Baroness Scott of Bybrook OBE **(see attached) (to note) (For Decision)**
- r) **Wiltshire Council - Briefing Note 23-03.** The Council has received a Briefing Note in regards to the End of COVID-19 Booster Vaccine Campaign. **(see attached) (to note)**
- s) **Wiltshire Council - Briefing Note 23-04.** The Council has received a Briefing Note in regards to the Community Governance Review-Consultation. There are no issues that affect this Parish. **(see attached) (to note)**
- t) **Wiltshire Council – CIL Guidance 2023.** The Council has received the updated CIL Guidance. There is a 15% limit to the amount the Parish Council can receive per year (£136.00 per dwelling=£34,156.00). Should the Parish have an adopted Neighbourhood Plan this would increase to 25% per year. **(see attached) (to note)**
- u) **Village Gateways.** The Council has received details from a local manufacturer who has provided details for consideration. The Council may wish to consider Gateways as a traffic calming option. **(see attached) (to note) (For Decision)**
- v) **Great British Spring Clean 2023.** Keep Britain Tidy has advised the Council that this year's mass action campaign will take place from 17th March to 2nd April 2023. To consider options. **(see attached) (to note) (For Decision)**
- w) **Wiltshire Council - Briefing Note 23-06.** The Council has received a Briefing Note in regards to the Wiltshire School Places Strategy 2023-2027. **(see attached) (to note)**

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 agreed to consider if there were any urgent actions arising from the Annual Inspection Report 2022. **(to note) (For Decision)**
 - iv) Brinkworth Brook Parapet Walls-Entrance to Recreation Ground. Since the Council last met Wiltshire Council has carried out welcomed repairs. To consider any further actions required. **(to note) (For Decision)**
- 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)**
- 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 28th February 2023 in Crudwell Village Hall. To receive any updates. The next Meeting is scheduled for the 6th June 2023 at a venue to be agreed. **(to note) (For Decision)**
- l) Dauntsey Community Emergency Plan. The Council agreed the updated Plan at the last Council Meeting. A copy is attached for reference. To monitor and to consider any updates that are required **(see attached) (For Decision)**
- m) Defibrillator Project. To raise general issues and receive any updates. **(to note) (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. Parish Steward visits were scheduled for 19th January, 16th February and 16th March 2023. **(to note) (For Decision)**
- b) Rights of Way – To raise general issues and receive any updates. **(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)**

9. **ANNUAL PARISH MEETING 2023:** The Annual Parish Meeting is scheduled for Monday 3rd April 2023 at 7.30pm in the Lower School Hall. There is a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year. The Council may wish to alter the date to gain maximum publicity through The Pump and other means. **(to note) (For Decision)**

There needs to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2023-2024 information. The opportunity should also be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda can be flexible and is in the hands of Parishioners in attendance. To consider and agree the Agenda and arrangements for the Annual Parish Meeting. **(For Decision)** As a starting point the Council can suggest some Agenda items that might be appropriate in this instance they could cover:

- a) Dauntsey Community Awards 2022/23
- b) Dauntsey Community Emergency Plan
- c) CPRE Best Kept Village Competition 2023
- d) Wheelbarrow Competition 2023
- e) Defibrillator and First Aid Training
- f) Keep Britain Tidy - Litter Pick
- g) H M King Charles III - Coronation
- h) Dauntsey Neighbourhood Plan
- i) Traffic Speeds/Autospeedwatch/SIDs/Signage
- j) Rights of Way-Community Warden
- k) Recreation Ground Facilities
- l) Neighbourhood Watch/Community Safety
- m) B4069 Road Closure

10. 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)**

11. **DATE OF NEXT MEETING:** The Annual Council Meeting is scheduled for **7.30pm, Tuesday 2nd May 2023 at 7.00pm** to be followed by a Full Council Meeting. Both are to be held in Lower School Hall, unless otherwise notified. However, Members should note that **Monday 3rd April 2023** is scheduled for a Council Planning Meeting at 7.00pm and Notice will be given if this Meeting is required. The Annual Parish meeting will follow at 7.30pm. **(to note)**