

DAUNTSEY PARISH COUNCIL
DRAFT MINUTES
Council Meeting

held at 7.30pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

3rd September 2018

Present: Cllr Mrs E Blacker (Chairman), Cllr C Barnard, Cllr Miss C Blacker, Cllr Mrs R Gregory and Cllr N Puntis

Also Present: Wiltshire Councillor T Sturgis, 1 Member of the Public and Mr V Vines MBE Clerk of the Council

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

PUBLIC QUESTION TIME

Mr R Painting reported that he had suspected rogue traders were wandering around the village and felt that this should be brought to the attention of all Parishioners. It was suggested that this be highlighted in The Pump and on social media.

There were no further Questions raised by Members of the Public.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor T Sturgis confirmed that maintenance works, which would involve road closures, would be commencing on Lyneham Banks in the near future. He briefly updated the Council on the continuing work associated with the Salisbury incident. Finally, he advised that planning enforcement in regards to the Great Middle Green Farm development was proceeding, although, as before, the developer may thwart immediate action by using legitimate planning actions.

There were no further Reports received.

40/18 APOLOGIES FOR ABSENCE

Apologies were received and approved for Cllr Mrs J Cowley (Vice Chairman).

41/18 Declaration(s) of Interest – In accordance with Dauntsey Parish Council's Code of Conduct (Adopted 3rd December 2012) and Standing Orders (Adopted 2nd July 2012)

Cllr C Barnard declared an Interest in regards to Agenda items 5 (a) and 6 (m) relating to Dauntsey Phoenix CIC as he was a Board Member of the Company.

There were no further Declarations of Interest.

42/18 MINUTES Members had previously been circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 2nd July 2018. **Cllr Mrs R Gregory proposed, Cllr C Barnard seconded and RESOLVED UNANIMOUSLY**

43/18 PLANNING Prior to the consideration of the Planning Application the Council had provided the opportunity for Applicants and their Representatives and interested parties to address the Council. There were no representations from attendees. The Council noted receipt of a copy of representations made by a Parishioner to Wiltshire Council.

a. Planning Applications:

- a) 18/07107/VAR
Removal of Condition 1 of Planning Permission 16/04458/FUL
St Johns Farm, Dauntsey Lock, Nr Chippenham, Wiltshire SN15 4HE
For Dauntsey Guns

Following consideration of the application the Council **resolved to raise no objections.**

Cllr N Puntis proposed, Cllr Miss C Blacker seconded and RESOLVED UNANIMOUSLY

b. Planning General: The Council considered planning related matters:

- a) 18/04454/FUL
Hardcore Covering of Existing Cow Track, to give better Access to Grazing Paddocks
Hill End Farm, School Hill, Brinkworth SN15 5AZ
For J E Collingborn & Son **Approved with Conditions 27th July 2018**
- b) 18/06613/PNCOU
Notification of Prior Approval under Class Q – Conversion of Barn into Residential Use as a Single Dwellinghouse (Use Class C3) and for Associated Operational Development
Fairmeadow Farm, Dauntsey, Nr Chippenham, Wiltshire SN15 4HN
For Mrs Delia Burgess (**Application was a legal determination and was noted**)
- c) 18/00923/PNOCOU
Notification for Prior Approval under Class O – Change of Use from Office (Class B1(a)) to a Dwellinghouse (Class C3)
Scots Smith Farmyard, Sodom Lane, Dauntsey SN15 4JA
For Namulas Pension Trustees Ltd

The Council had received a Notification of Appeal Against Refusal under reference APP/Y3940/W/18/3201735 and considered that there was no further action to take as they had supported the proposal, which would be noted by the appointed Inspector. (**noted**)

44/18 FINANCE

The Council considered financial matters and received notification of receipts and invoices for payment

- a) **Payments:** The Council considered and approved the following payments.

Dauntsey Phoenix CIC. Website-Facebook Advert Inv 296 5 th April 2018	£ 350.00
JD Estate Management. Inv 0718. 31 st July 2018	£ 116.00
Dauntsey Phoenix CIC. The Parish Pump grant donation 2018/2019	£ 500.00
SLCC. Membership Renewal 2018/2019	£ 147.00
ALCC. Membership Renewal 2018/2019	£ 30.00
JD Estate Management. Inv 0818. 28 th August 2018	£ 116.00
DVLS CIC. Link Scheme donation 2018/2019	£ 250.00
Wiltshire Citizens Advice. Service grant donation 2018/2019	£ 200.00

Proposed Cllr Mrs R Gregory, seconded Cllr Mrs E Blacker and RESOLVED UNANIMOUSLY that the payments be approved

b) **Receipts:** The Council noted that no receipts had been received since the last Council Meeting

c) **Bank Account Balance**

The Council noted that the Lloyds Bank Account No 02333109 balance at 30th July 2018 was £47,023.19

45/18 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) Parish Council Vacancy. The Council was aware that there was a Council Member Vacancy. The Council could co-opt an eligible and suitable applicant to serve for the remainder of the 4-year term. There were no candidates at the present time and **it was agreed** to continue advertising the Vacancy. Council Members also noted that there might be further Vacancies occurring as Members personal circumstances might change. **(noted)**
- b) Wiltshire Council - Briefing Note No 359 – The Council noted receipt of a Briefing Note in regards to the latest Employment Land Review for Wiltshire. **(noted)**
- c) Wiltshire Council - Briefing Note No 360 – The Council noted receipt of a Briefing Note in regards to New Recycling Collection Services from 30th July 2018. **(noted)**
- d) Wiltshire Council - Briefing Note No 361 – The Council noted receipt of a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process for 2018/19. Council Members would be mindful of this process and timescales when considering any highway related capital projects. **(noted)**
- e) Wiltshire Council - Briefing Note No 362 – The Council noted receipt of a Briefing Note in regards to the Salisbury Plain Fire. **(noted)**
- f) RoSPA Play Safety. The Council had received notification that the annual inspection was scheduled to take place during September 2018. The Inspectors plan their own diaries and the date of the visit was not known. There was no price increase. For an additional fee of £42.00 plus VAT it had been possible to meet the Inspector, but Members considered that this was not necessary. **(noted)**
- g) Wiltshire Council. The Council had been provided with the Dauntsey NV1 2018 Register of Electors. Updates would be provided when changes were made. Members had been circulated with the Register, subject to data protection and not for public use. **(noted)**
- h) National Planning Policy Framework (July 2018). The Council had been provided with the revised NPPF. Members had been circulated with a copy that

was used as a material planning consideration alongside the Wiltshire Core Strategy (Development Plan) and adopted Neighbourhood Plans. **(noted)**

- i) Wiltshire Citizens Advice. The Council had received a request for grant aid towards the Service. Members considered the request details provided and considered that the request should be supported. **The Council agreed that a donation of £200.00 should be made. Proposed Cllr Mrs E Blacker, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**
- j) Wiltshire Council. The Council had been notified that a Consultation had taken place on the Wiltshire Housing Site Allocations Plan from 13th August to 1st September 2018. **(noted)**
- k) Community First AGM 2018. The Council had been invited to attend the AGM to be held on Thursday 11th October 2018 in The Town Hall, Devizes from 5.30pm. Cllr Mrs E Blacker and Cllr Mrs R Gregory would attend on the Council's behalf.
- l) Neighbourhood Alert. The Council had been notified of the Best Neighbour of 2018 nomination process, closing date for nominations being midnight 5th September 2018. **(noted)**
- m) Dauntsey Phoenix CIC. The Council had received a request for grant aid towards the production costs of The Parish Pump. Cllr C Barnard had declared an Interest under Minute 41/18. Members considered the request and the benefits to the Council and Parishioners and considered that the request should be supported. **The Council agreed that a donation of £500.00 should be made. Proposed Cllr Mrs E Blacker, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**
- n) Wiltshire Council - Briefing Note No 365 – The Council noted receipt of a Briefing Note in regards to the Social Housing Green Paper. **(noted)**
- o) Wiltshire Council Malmesbury Area Board. The Council noted that an Area Board Meeting had been held on Wednesday 10th July 2018 in Crudwell Village Hall and that the next Area Board Meeting would take place on Tuesday 18th September 2018 at Oaksey Village Hall. Cllr Mrs E Blacker will attend as the Council representative. **(noted)**
- p) Wiltshire Council - Briefing Note No 366 – The Council noted receipt of a Briefing Note in regards to the Electoral Review of Wiltshire Council. Council Members would be mindful of this process and timescales as this may have implications on future electoral arrangements. **(noted)**
- q) Local Government Boundary Commission. The Council had been notified that a Consultation on the Wiltshire Council division boundaries had begun, closing on the 5th November 2018. It was understood that draft recommendations would be published in February 2019 for a further consultation with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. Council Members would be mindful of this process and timescales as this may have implications on future electoral arrangements. **(noted)**
- r) Wiltshire Council. Changes to Electoral Divisions and Area Boards. The Council had been reminded that the review, taking place now, may lead to the need for some Parishes to move from one Area Board to another as a result of forming the new Divisions. Comments had been requested before the end of September 2018. Council Members would be mindful of this process and timescales as this may have future implications. However, while accepting that the natural home for the Parish was the Malmesbury Community Area, this should not mean that a closer link to the Chippenham Community Area, alongside Christian Malford and Sutton Benger (the Dauntsey Vale) would not be considered, particularly in preference to the Lyneham and the Royal Wootton Bassett and Cricklade Community Area direction. **(noted)**
- s) Wiltshire Council Operational Flood Working Group North. The Council noted that a Meeting had been held on 18th July 2018 in Devizes Corn Exchange. Cllr N

Puntis updated the Council and reported that there had been no suggestion that proposed local schemes would not proceed. The next Meeting was to be held on 12th September 2018 in the Environment Agency Offices, Bath Road Industrial Estate, Chippenham and Cllr Puntis intended to attend. A further Meeting was scheduled for 14th November 2018 in St Margaret's Hall, Bradford on Avon.

(noted)

- t) Bristol Avon Catchment Partnership. Notification had been received that the BACP Annual Forum was to be held on Wednesday 7th November 2018 in The Guildhall, Bath BA1 5AW. Further details were to be provided. BACP had given a presentation to the OFWG North Meeting held on the 18th July 2018 and the Council had now received a copy for information that had been circulated to Council Members. **(noted)**
- u) Replacement Bench/Seat. Following the deterioration of the existing timber bench/seat situated opposite to the entrance to the Recreation Ground and its removal on safety grounds the Council had decided not to replace it unless requested to do so. A resident had recently queried when a replacement was to be installed and with this in mind the Council agreed to install a replacement. The Clerk would investigate options and prices and report to the next Council Meeting. **Proposed Cllr C Barnard, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**
- v) Wiltshire Council - Briefing Note No 367 – The Council noted receipt of a Briefing Note in regards to the Revised National Planning Policy Framework (NPPF) **(noted)** Minute 45/18 (h) also refers.
- w) Dauntsey Vale Link Scheme. The Council had received a request for grant aid towards the Service. Members considered the request and the benefits to Parishioners and considered that the request should be supported. **The Council agreed that** a donation of £250.00 should be made. **Proposed Cllr Mrs E Blacker, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**
- x) Community First - Lace Up Wiltshire. Pursuant to Minute 34/18 (L) The Council had been notified of a £80,000.00 grant funding pilot project to help inactive people become more active, through physical activity and sport. It had been considered that this was an opportunity to provide adult outdoor training equipment at the Recreation Ground. Cllr C Barnard updated the Council on a Caloo Community Bundle Outdoor Gym, featuring 8 Fitness Units with 14 User Stations, which provided a diverse configuration suitable for the Recreation Ground hard surfaced area. The Council had an adequate Capital Fund to support the project that would allow the proposal to proceed immediately and **the Council agreed the** quotation of £5,877.00 and that the grant application should be submitted within the necessary timescale for grant funding submissions. **Proposed Cllr C Barnard, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**
- y) Emergency Planning. Wiltshire Council. Emergency Weather 2018/19. The Community Flood Warden had recently met with the Flood Wardens and had suggested that a small stock of sand/gel bags be purchased in case of emergency need. There was a preference for gel bags and Cllr N Puntis would enquire if Wiltshire Council would provide a supply.

46/18 UPDATE ON STANDING ITEMS

a. Recreation Field:

- i) Dog nuisance and mess. There continued to be no reaction to the article in The Pump but the Clerk advised that he had consulted several mothers with children and dogs while inspecting the Recreation Ground and had been informed that the proposal to fence the children's play area was not

welcomed and could result in them being unable to use the facility. Reasons given being that in their experience all dogs were under control, that owners always “cleaned up” and that if there was a separation this would not be possible as with a barrier it was not be possible to oversee children and dogs and was likely to become unmanageable and a major safety issue, resulting in a detrimental family experience. Cllr Mrs J Cowley had obtained quotations from local contractors and the Clerk had obtained indicative costs for metal fencing. The Council would need to make a final decision on the principle of fencing the small children play area and in the interim the Clerk was asked to seek further costs.

- ii) Council Member Inspection Rota. The Recreation Field Working Group confirmed that inspections were being made. **(noted)**
- iii) Maintenance. The Council was advised that as a result of the extreme hot/dry weather conditions extreme ground shrinkage had occurred resulting in a multitude of surface cracks and crevices over the entire playing field creating a significant danger. In the circumstances **the Council agreed to** erect warning signs that the ground was a danger and unfit for use. These would be produced and erected within 24 hours and would remain as a warning until the situation changed. Cllr Mrs E Blacker reported that she had sourced a local contact to re-paint the timber “pencils”. **(noted)**
- iv) Recreation Ground Community Asset Transfer. There was no update. **(noted)**
- b. **Notice Boards:** The Clerk advised that he had sourced a provider of a replacement School Notice Board and subject to agreement on cost would place an order. There would be a need to find a local contractor to erect the new Board when available. The Clerk was asked to request the Council’s grass cutting contractor to trim the Earl Danby’s boundary hedge, when needed, to retain visibility. **Proposed Cllr N Puntis, seconded Cllr C Barnard and RESOLVED UNANIMOUSLY**
- c. **Flooding Update:** An update had been given earlier in the Meeting. **(noted)**
- d. **Parish/Community Website/Social Media:** There was still a requirement for Council Members to provide personal details for the new Council website. A deadline was agreed for submission of the required information as end of 10th September 2018. **(noted)**
- e. **Council Award Scheme:** There was no update. **(noted)**
- f. **Asset Register:** No update required. **(noted)**
- g. **School Liaison:** There was no update. **(noted)**
- h. **Risk Assessment, Health, Safety & Management Register:** No update required. **(noted)**
- i. **Freedom of Information Act-Publication Scheme:** No update required. **(noted)**
- j. **Code of Conduct and Standing Orders:** The Council would consider updates at their next Meeting. **(noted)**

- k. **Wiltshire Council Malmesbury Area Board:** There was no update. **(noted)**
- l. **Dauntsey Community Emergency Plan:** Cllr Mrs E Blacker provided an updated draft and, subject to minor amendment, **the Council agreed to adopt the Plan**, which would be reviewed in July 2019. **Proposed Cllr Mrs R Gregory, seconded Cllr C Barnard and RESOLVED UNANIMOUSLY**
- m. **Dementia Friendly Community Action Planning:** There was no update. **(noted)**
- n. **Defibrillator Project:** There was no update, as the project could not proceed until The Peterborough Arms re-opened. Members attention was drawn to a grant aid offer being made by the Malmesbury League of Friends, which would be considered further. **(noted)**
- o. **Neighbourhood Plan:** There was no update. **(noted)**
- p. **First Aid Training:** Cllr Miss C Blacker updated the Council on numbers now showing interest and there was now a need to agree a suitable date. The dates would be circulated. In the meantime the Training would continue to be advertised in The Pump and on social media. **(noted)**

47/18 HIGHWAY MATTERS

The Council considered the following Highway related matters

- a. **Parish Stewards Programme/ Requirements:** The Council Link Member, Cllr Mrs R Gregory, advised that the Parish Steward had been updated with priority works. Issues still needed to be reported by Council Members to the Council's Link Member and also by the MyWiltshire App system. **(noted)**
The Council noted that the Local Highways May 2018 Newsletter and attachments still remained the latest edition. **(noted)**
- b. **Rights of Way:** Cllr C Barnard, the Footpath Warden, confirmed he was producing a comprehensive list of maintenance requirements, which would allow the Council to assess the quantity of the works required and to budget accordingly. Cllr Mrs R Gregory advised that a Parishioner had raised an issue in regards to a broken ROW sign at Hillside Farm, Dauntsey Lock. The Council was reminded that this ROW had been diverted and that a new ROW sign had been erected indicating the new route. **(noted)**
- c. **Highway Conditions and Maintenance:** There were no issues raised. **(noted)**

48/18 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Cllr Mrs R Gregory advised that a Parishioner had suggested that the Judges' comments in regard to the CPRE Wiltshire Best Kept Village 2018 Competition should be made available to the Parish. The Clerk reminded the Council that these had been circulated to Members and had been a previous Agenda item and could be forwarded to interested parties or be made available on request. In addition they could be made available on the website, or if space was available in The Pump.

There were no further issues raised.

49/18 DATE OF NEXT MEETING

The next Meeting of the Council will be **Monday 5th November 2018 at 7.30pm.** However, Members noted that a Planning Meeting was scheduled for **Monday 1st October 2018 at 7.30pm** should this be required.

Signed:

Chairman, Dauntsey Parish Council

Date: **5th November 2018**