

**DAUNTSEY PARISH COUNCIL  
DRAFT MINUTES**

**Council Meeting**

held at 7.30pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

**5<sup>th</sup> November 2018**

Present: Cllr Mrs E Blacker (Chairman), Cllr C Barnard, Cllr Miss C Blacker, Cllr Mrs J Cowley (Vice Chairman), 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 SESSION:** A presentation from Daniel Everett, Wiltshire Council Principal Drainage Engineer and Sarah Lewis, Highways England, on storm water/flooding maintenance and alleviation drainage proposals within the Parish, which would have provided the opportunity for members of the public to raise questions was postponed through ill health. This would now take place at the next Council Meeting to be held on Monday 7<sup>th</sup> January 2019.

**PUBLIC QUESTION TIME**

There were no Questions raised by Members of the Public.

**REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

Wiltshire Councillor T Sturgis updated the Council on Wiltshire Council matters including the recent Government Budget proposals for additional one off funding towards specified spending the details of which were yet to be received. He reminded Members that a "Focusing on the Future" session was scheduled to take place on Thursday 22<sup>nd</sup> November 2018. (Minute 55/18 (f) also refers)

Mr Howard Goff, Dauntsey Flood Warden, updated the Council on his recent activities, including involvement with the Parish Steward and local landowners. He held a stock of emergency equipment/signs and bags in case needed.

There were no further Reports received.

**50/18 APOLOGIES FOR ABSENCE**

All Council Members were in attendance.

**51/18 Declaration(s) of Interest – In accordance with Dauntsey Parish Council's Code of Conduct (Adopted 3<sup>rd</sup> December 2012) and Standing Orders (Adopted 2<sup>nd</sup> July 2012)**

There were no Declarations of Interest.

**52/18 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 3<sup>rd</sup> September 2018. **Cllr Mrs R Gregory proposed, Cllr Miss C Blacker seconded and RESOLVED UNANIMOUSLY**

**53/18 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.

**a. Planning Applications:**

- a) 18/08550/FUL  
Proposed New Access from Adjacent Roadway into Yard on the Site  
Dauntsey Fields Farm, Church Lane, Dauntsey, SN15 4HW  
For Mr Andrew Bond

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that there were no objections to raise. The Council confirmed the decision. **Cllr Mrs E Blacker proposed, Cllr C Barnard seconded and RESOLVED UNANIMOUSLY**

- b) 18/08797/PNCOU  
Notification for Prior Approval under Class PA – Change of Use from Premises in Light Industrial Use (Class B1 (c)) and any Land Within its Curtilage to Dwellinghouse (Class C3)  
The Barn, Sodom Lane, Dauntsey SN15 4JA  
For Mr R Davis

The timescale for responses to Wiltshire Council had been 17<sup>th</sup> October 2018. The application was a legal determination and fundamentally was decided on whether or not planning officers considered that it was permitted development under the Act. The application was a resubmission of two previous applications 18/00011/PNCOU and 18/01498/PNCOU, both of which the Parish Council had determined as having no objections. As the Parish Council had no objections to the original submission/s the Clerk had responded accordingly within the timescale. The Council confirmed the decision and action taken. **Cllr Mrs E Blacker proposed, Cllr C Barnard seconded and RESOLVED UNANIMOUSLY**

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

- a) 18/04444/FUL  
Proposed Side Extension and Detached Garage  
Fairmeadow Farm, Dauntsey, Nr Chippenham, Wiltshire SN15 4HN  
For Mr & Mrs Burgess **Approved with Conditions 1<sup>st</sup> October 2018**
- b) 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 **Approved with Conditions 24<sup>th</sup> October 2018**
- c) Notification of Appeal Refusal under reference APP/Y3940/W/18/3201735  
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 **Appeal Dismissed 26<sup>th</sup> September 2018**

#### 54/18 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.

JD Estate Management. Inv 0918. 24 <sup>th</sup> September 2018	£ 116.00
Brinkworth Earl Danby's School. Hall Hire 2018/2019 Inv LS212	£ 90.00
St James Dauntsey PCC Grant 2018/2019 Minute 55/18 (t) refers	£ 200.00
Playsafety Ltd. RoSPA Annual Inspection Report. Inv 38954	£ 109.20
JD Estate Management. Inv 1018. 31 <sup>st</sup> October 2018	£ 116.00

**Proposed Cllr Mrs R Gregory, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY that the payments be approved**

- b) **Receipts:** The Council noted the following receipts:

Wiltshire Council Parish Precept 2018/19 (installment 2) 21.09.18 £ 8,000.00

- c) **Bank Account Balance**

The Council noted that the Lloyds Bank Account No 02333109 balance at 28<sup>th</sup> September 2018 was £53,314.19

#### 55/18 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 still remained 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 and Council Members would actively promote the Vacancy with Parishioners. The Council was concerned at the apparent apathy within the Parish and the lack of interest in community support.
- b) Wiltshire Council - Briefing Note No 368 – The Council had received a Briefing Note in regards to the Wiltshire Local Plan Review Update. 27<sup>th</sup> September to 9<sup>th</sup> November 2018. The Note had included an invitation to consultation events taking place during October 2018. No Council Member had been able to attend an event. **(noted)**
- c) Wiltshire Association Local Councils (WALC). The Council had been advised that the AGM would take place on Monday 22<sup>nd</sup> October 2018. Following the AGM had been a discussion on “The Magic Money Tree” funding for local Councils. No Council Member had been able to attend. **(noted)**
- d) Wiltshire Council Operational Flood Working Group North. The Council was notified that the next Meeting was scheduled for 21<sup>st</sup> November 2018 at 9.30am in St Margaret's Hall, Bradford on Avon. **(noted)**

- e) WALC. The Council had been advised that the Association was consulting on a proposal to extend the Member Services to add employment services. Responses were required by 30<sup>th</sup> November 2018. The potential increase in subscription fees was 4% per year. **The Council agreed that this should be supported. Cllr Mrs R Gregory proposed, Cllr C Barnard seconded and RESOLVED UNANIMOUSLY**
- f) Wiltshire Council – Focusing on the Future. The Council noted an invitation to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session would take place on Thursday 22<sup>nd</sup> November 2018 in the Council Chamber, Monkton Park, Chippenham 5.30pm – 7.00pm. **Cllr Mrs R Gregory agreed to attend** as the Council representative.
- g) Wiltshire Council Tax Setting Programme 2019/2020. Councils had been advised of the Setting Timetable providing key dates including the deadline for Parish/Town Councils to return approved 2019/2020 precept requests to Wiltshire Council by 25<sup>th</sup> January 2018. Attached to the advice was a Government Technical Consultation on Local Government Finance that suggested that they intended to continue the deferral of setting referendum principles for Town and Parish Councils, encouraging a continuing downward trend in spending that would be “kept under active review”. The Council would meet on the 7<sup>th</sup> January 2019 to agree a forward budget and set a Precept. In the interim period **Council Members agreed to consider proposals for the forward budget and inform the Clerk as soon as possible to allow the budget financial forecast spreadsheet to be prepared and circulated.**
- h) Speed Sign/Device. The Council had previously considered details of two speed sign devices and had a preference for the package provided by Elancity Evolis Radar Speed Sign/Device. **The Council agreed that they would proceed with the purchase and asked the Clerk to agree the final details with the company, including installation requirements. Cllr Mrs E Blacker proposed, Cllr N Puntis seconded and RESOLVED UNANIMOUSLY**
- i) Defibrillator Project. The Council had previously agreed to provide defibrillators for the Parish, subject to the availability of volunteers to carry out the daily maintenance procedure. The initial provision was to be in the central village location/School area but with insufficient volunteers forthcoming, following further consideration it had been agreed that the first defibrillator would be installed/provided for the Dauntsey Lock area and would depend on the re-opening of The Peterborough Arms, the preferred location. This had now reopened and the Council could now proceed. Options had been considered and the Council’s preference was for the S W Ambulance Trust lease scheme. The 4-year lease would cover the provision and maintenance of the defibrillator and a yearly training session. The lease scheme provided the opportunity for a substantial financial reduction on a second defibrillator at time of order and the Council was disappointed that it could not confirm an order for two but the project had been outstanding for a considerable time and funds were available to proceed. With this in mind the Clerk would approach the Wilts & Berks Canal Trust and The Peterborough Arms for their agreement and an order be placed. In the meantime the Brinkworth Earl Danby’s School would be approached to ascertain if they were willing to host a defibrillator, that could benefit the School as well as the central village location. **Cllr Mrs E Blacker proposed, Cllr N Puntis seconded and RESOLVED UNANIMOUSLY**
- j) Council Member Training. Council Members had been advised that Great Somerford Parish Council was organising Parish Council Training events, through WALC. Places were still available for a Core Competency Member Training session to be held in the Community Room at Great Somerford on Tuesday 11<sup>th</sup> December 2018. Cllr Miss C Blacker and Cllr C Barnard indicated that they wished to attend and the Clerk would book the places.

- k) OFWG Newsletter (Oct 2018). The Council noted receipt of details of a Flood Warden Workshop to be held on the 14<sup>th</sup> November 2018 at the Wiltshire & Dorset FRS Training Centre, Hopton, Devizes. No Council Member was available to attend. **(noted)**
- l) Wilts & Berks Canal Trust "On the Button" Newsletter (Sept/Oct 2018) The Council noted receipt of the latest edition of the Newsletter. **(noted)**
- m) Environment Agency Wessex Flood Warden Newsletter (Autumn 2018) The Council noted receipt of the latest edition of the Newsletter. **(noted)**
- n) RoSPA Play Safety. The Council had received the Annual Inspection Report (Oct 2018) in regards to the Recreation Ground and equipment. The Council noted the content that raised a number of issues that required action, including matters relating to play equipment. The Clerk confirmed that he had already contacted Sovereign and HAGS, installers, for their views and for remedial action and was awaiting responses. Issues relating to grass, safety and hard surfaces needed attention along with fencing, entrance gates, padlock and chain and other matters and a comprehensive action list would be prepared. The Council's maintenance contractor would be approached to ascertain what works he could carry out and a local ground works contractor would need to be found to re-instate/re-grade the playing surface/grass areas. It was noted that several of the issues had been included in the 2017 Report and despite agreeing that work was required no action had been taken. The Council Recreation Field Working Group was requested to report on progress made at the next Council Meeting.
- o) Community First AGM 2018. The Council had been invited to attend the AGM to be held on Thursday 11<sup>th</sup> October 2018 in The Town Hall, Devizes. No Council Member had been able to attend. **(noted)**
- p) Wiltshire Council Malmesbury Area Board. The Council noted that an Area Board Meeting had been held on Tuesday 18<sup>th</sup> September 2018 in Oaksey Village Hall and that the next Area Board Meeting would take place on Wednesday 20<sup>th</sup> November 2018 at 7.00pm in Crudwell Village Hall. Cllr Mrs E Blacker would be attending the Meeting in her community role and would also represent the Council. The Clerk reminded the Council that written update reports from "partners" were requested by Wiltshire Council for each Area Board Meeting and that the Council should be proactive in this to raise the profile of the Parish within the Community Area. **(noted)**
- q) Community First - Lace Up Wiltshire. The Council had been notified of the 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 some adult outdoor training equipment at the Recreation Ground. The Council had agreed a quotation for a Caloo Community Bundle Outdoor Gym and to submit a grant application. Unfortunately, it was reported the grant application had been unsuccessful and that if the Council wished to proceed then they would need to fund the entire costs rather than the 50% envisaged. The Council had capital funds available to proceed. Mindful of the fact that a substantial amount of maintenance work to equipment and the ground surfaces generally was required the Council considered that it would be unwise to continue with the scheme in the short term to avoid access problems and potential damage. This interim period would provide the opportunity for community views on the project to be sought through The Pump. **Cllr Ms C Blacker proposed, Cllr C Barnard seconded and RESOLVED UNANIMOUSLY**
- r) Dauntsey Phoenix CIC AGM & Party. The Council noted receipt of an invitation, as a main sponsor and advertiser, to attend the 10<sup>th</sup> Anniversary event to be held on Wednesday 28<sup>th</sup> November 2018 in The Peterborough Arms Community Room. **(noted)**
- s) Neighbourhood Plan. The Council noted receipt of an invitation from Bluestone Planning Consultancy to attend a free-of-charge event to discuss fundamental

issues and technical aspects of preparing and delivering a Neighbourhood Plan. No Council Member was available or wished to attend. **(noted)**

- t) Dauntsey PCC – St James the Great Church. The Council had received a request for financial aid in regards to a donation towards the cost of the open graveyard maintenance. The Council had given a donation of £200.00 for a number of years and a request had been made to consider a higher amount. The Clerk reminded the Council of the requirements of the Local Government Act 1894 and the more recent Local Government Act 1972 under Section 137 spending, the former expressly prohibiting funding relating to the affairs of the Church, the latter permitting a Council to contribute towards the expenses incurred by any person in maintaining an open churchyard but only if being judged as giving commensurate benefit to some or all of the Parishioners. The debate, on whether the 1972 Act overrode the 1894 Act, continued and there was no definitive answer as to whether a Council can legitimately contribute. Council Members considered the request letter, much of which referred to general maintenance and planned improvements, but clarified the average annual cost of the open graveyard maintenance over the last 3-year period. It appeared that the Council's previous donations covered around 25% of the costs. Council Members reflected on the involvement of volunteer Churchgoers in grass cutting rather than a need to employ contractors and that this had been the historic situation in the Parish. Notwithstanding this, Council Members were mindful of previous support given and although concerned as to whether any grant could be legitimately made resolved that on this occasion they should consider that the grant should be judged as giving commensurate benefit to some or all of the Parishioners, particularly as the Council entered the yearly CPRE Best Kept Village Competition and included the graveyard in the submission. A number of proposals and subsequent amendments were made during the consideration of the request, including the principle of giving a grant and, if acceptable, the amount. The Council agreed that a donation of £200.00 should be given with the advice that the donation was not an on-going precedent and that any future requests would be considered on individual merits. **Cllr Ms C Blacker proposed, Cllr C Barnard seconded and RESOLVED BY MAJORITY DECISION**
- u) Wilts & Berks Canal Trust AGM. The Council had been invited to the AGM, which was held on Saturday 13<sup>th</sup> October 2018 in Old Mill Hall, Grove, Wantage. A Dragonfly AGM Edition (Sept 2018) had been published to coincide with the event. No Council Member had attended. **(noted)**
- v) Military-Civilian Integration. The Council had been advised that the Integration Partnership Task Group was conducting a survey regarding the impact on Town and Parish communities of the growing military presence. A request was made for the return of survey forms by 30<sup>th</sup> November 2018. The Council considered that no action was necessary. **(noted)**
- w) National Police Chief's Council (NPCC). The Council noted receipt of a copy of the NPCC Rural Affairs Strategy 2018-2021. **(noted)**

## **56/18 UPDATE ON STANDING ITEMS**

### **a. Recreation Field:**

- i) Dog nuisance and mess. Mindful that a substantial amount of maintenance work to equipment and the ground surfaces generally was required the Council considered that it would be unwise to continue with the play area fencing scheme in the short term to avoid access problems and potential damage. This interim period would provide the opportunity for community views on the project to be sought through The Pump. **(noted)**

- ii) Council Member Inspection Rota. The Recreation Field Working Group confirmed that inspections were being made. **(noted)**
- iii) RoSPA Inspection Report (Oct 2018). Minute 55/18 (n) refers. **(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 could place an order. There would still be a need to find a local contractor to erect the new Board when available. **Cllr Mrs R Gregory agreed to** make contact with the Wilts & Berks Canal Trust to agree a timetable for the erection of the replacement Notice Board at Dauntsey Lock as it appeared that the site area had now been cleared. **(noted)**
- c. **Flooding Update:** An update had been given earlier in the Meeting. **(noted)**
- d. **Parish/Community Website/Social Media:** There was no update. **(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 a future Meeting. **(noted)**
- k. **Wiltshire Council Malmesbury Area Board:** There was no update. **(noted)**
- l. **Dauntsey Community Emergency Plan:** It was confirmed that a copy of the updated Plan would be forwarded to the Wiltshire Council Emergency Team.
- m. **Dementia Friendly Community Action Planning:** There was no update. **(noted)**
- n. **Defibrillator Project:** Minute 55/18 (i) refers. **(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. A training provider was still being sought and Cllr Mrs J Cowley would assist. **(noted)**

## **57/18 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. Parish Steward visits were scheduled for 1<sup>st</sup> and 29<sup>th</sup> November 2018 **(noted)**  
The Council noted receipt of Cllr Wayman's Local Highways September and October 2018 Newsletters. **(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 report to Wiltshire Council Rights of Way for action and to assess the quantity of the works required and to budget accordingly. **(noted)**
- c. **Highway Conditions and Maintenance:** There were no issues raised. **(noted)**

#### **58/18 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

#### **59/18 DATE OF NEXT MEETING**

The next Meeting of the Council will be **Monday 7<sup>th</sup> January 2019 at 7.30pm.** However, Members noted that a Planning Meeting was scheduled for **Monday 3<sup>rd</sup> December 2018 at 7.30pm** should this be required.

Signed:

Chairman, Dauntsey Parish Council

Date: **7<sup>th</sup> January 2019**