

DAUNTSEY PARISH COUNCIL
DRAFT MINUTES
Council Meeting

held at 7.30pm
Brinkworth Earl Danby's Lower School Hall, Dauntsey

4th September 2017

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

Also Present: Wiltshire Councillor T Sturgis, 2 Members of the Public who signed the attendance register 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

Ms S Wade, on behalf of the Wilts & Berks Canal Trust, reported that the re-opening of The Peterborough Arms as a Public House was being delayed by planning related issues, in particular the need to move the offices and community meeting room into temporary accommodation at the rear of the building to allow the ground floor to be used as a Public House. Requests for a 3-year temporary planning permission had been met with Planning Officer resistance and there would be a need for Elected Member assistance. In regards to the New Premises Licence Application on Fields at Scots Smith Farmyard, Dauntsey, following concerns expressed, the Wilts & Berks Canal Trust had withdrawn the application.

There were no further Questions raised by Members of the Public

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports received.

42/17 APOLOGIES FOR ABSENCE

All Council Members were present.

43/17 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 Mrs E Blacker declared an Interest in Agenda item 6 (L) and indicated that she would wish to leave the Meeting Room at that stage of the Meeting. There were no further Declarations of Interest.

44/17 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 3rd July 2017. **Cllr Mrs J Cowley proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

The Council received, approved and signed as a true record the Minutes of the Parish Council Planning Meeting held 7th August 2017. **Cllr Mrs J Cowley proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

45/17 PLANNING

a. Planning Applications:

There were no Planning Applications considered.

b. Planning General: The Council was notified of the following planning application decisions:

- a) 17/05229/FUL
Proposed Double Garage
Little Smithcott Farmhouse, Brinkworth Road, Dauntsey SN15 4JT
For Mr & Mrs T Rose **Approved, subject to Conditions 4th August 2017**
- b) 17/05749/FUL
Demolition of existing single storey lean-to and conservatory, replace with single storey flat roof extension in conjunction with new porch and minor internal alterations
Buttercup Cottage Idoover Road Dauntsey SN15 4JJ
Mr & Mrs Wallace **Approved, subject to Conditions 10th August 2017**

46/17 FINANCE

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

a) Payments:

| | |
|--|----------|
| JD Estate Management. Inv 0717. 27 th July 2017 | £ 116.00 |
| SLCC Membership Renewal 2017-2018. V Vines reimbursement | £ 139.00 |
| ALCC Membership Renewal 2017-2018 V Vines reimbursement | £ 10.00 |
| JD Estate Management. Inv 0817. 30 th August 2017 | £ 116.00 |

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

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

c) Bank Account:

The Council noted the Lloyds Bank Account balance of £ 34,463.82 as at 28th July 2017. **(noted)**

d) Grant Thornton UK External Audit – Year End 31st March 2017

The Council considered Grant Thornton UK's letter, 22nd August 2017, and Council Audit for the year ended 31st March 2017 **and agreed to publish the Notice of Conclusion of Audit** as required on the free to access www.dauntsey.org website. The year 2016/17 was the last year that Grant Thornton UK would be the Council's External Auditors as from 2017/18 new External Auditors had been appointed. Grant Thornton UK had thanked the Council for their assistance over the last 5 years and wished the Council well for the future. Grant Thornton UK raised two issues in their Section 3 Report. Firstly, that the Council had given a 31 working day period for the exercise of public rights of objection, inspection and questioning of the External Auditor instead of the required 30 working days. This had denied a member of the public their rights to question the External Auditor on the additional day, being contrary to the legal requirements. Secondly, that a payment made to the Clerk should have been included within the Section 2 Staff Costs Box instead of the Section 2 Other Payments Box. This did not change the overall figure totals, only the apportionment of figures for Box 4 and Box 6. However, the Council noted that the payment had in fact been a reimbursement of Clerk's expenses and not a salary payment and considered that Box 6 was the appropriate Box.

Proposed Cllr Mrs E Blacker, seconded Cllr N Puntis and RESOLVED UNANIMOUSLY

47/17 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) Dementia Friendly Community Action Planning. The Council had agreed to support the initiative and to hold a Dementia Friends Session and that there was potential for this Session to be jointly held on the evening of Monday 4th December 2017 with the Dauntsey Phoenix CIC AGM, possibly at the Peterborough Arms Canal Centre. Cllr Mrs R Gregory, Chair of the Dauntsey Phoenix CIC, confirmed that this was acceptable. The Council had a Council Planning Meeting scheduled for the evening, which would commence at 7.00pm and if required would be held prior to the Dauntsey Phoenix CIC AGM at the Peterborough Arms Canal Centre as it was unlikely that it would have re-opened as a Public House. **The Council agreed that** arrangements should be made and publicised in The Pump. Cllr Mrs E Blacker had prepared a draft Community Action Plan for consideration by the Council and presented to the Dementia Friends Session. There was a need for a small group of volunteers to become involved. It was considered that volunteers could come forward in December but Mr Christopher Barnard suggested that in the meantime, his wife, Mrs Caroline Barnard would probably be happy assist Cllr Mrs E Blacker with the Action Plan, which was adopted by the Council. **Proposed Cllr Miss C Blacker, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**
- b) Wiltshire Council Operational Flood Working Group North. The Council noted that a Meeting had been held on 12th July 2017 at Monkton Park, Chippenham. Cllr N Puntis provided an update. He emphasized that although there had been no, on the ground, progress on proposals for Dauntsey there was still an intention to carry them out by all parties involved. He would be attending the next Meeting, which was scheduled for 13th September 2017 in Corsham Town Hall, Corsham SN13 0EZ. **(noted)**
- c) Parish Council Vacancies. The Council noted that two Vacancies still existed, that the Council could co-opt eligible applicants and that efforts should be made to fill the positions. The Council was mindful that applicants should be committed people willing to serve the Council and the whole community for the

- 4-year term. The Vacancies should be advertised again, through community contacts and The Pump. **(noted)**
- d) CPRE Wiltshire Best Kept Village Competition 2017, sponsored by Hills Group. The Council had entered the Competition and the North Wiltshire First Round Results in the Medium Village Class had advised that Dauntsey, from three entries, had come third with 58 points, the winner being Biddestone with 66 points. The Judges' report had now been received. **(noted)**
 - e) Wilts & Berks Canal Trust. The Council noted receipt of the "On the Button" July, August and September 2017 Newsletters. **(noted)**
 - f) Wiltshire Council Malmesbury Area Board. The Council noted that an Area Board Meeting was held on the 12th July 2017 in Sherston Village Hall (Minutes had now been published). Council attendees provided a brief update on the Meeting that had included a session on Emergency Planning. The next Area Board Meeting was scheduled for Wednesday 6th September 2017 at 7.00pm in the Crudwell Village Hall. Cllr Mrs E Blacker would represent the Council. **(noted)**
 - g) New Premises Licence Application – Fields at Scots Smith Farmyard, Dauntsey. The Council had been consulted on an application made by the Wilts & Berks Canal Trust for a Licence to cover a maximum 10 events per year. The Council had responded and had been later advised that the application had been withdrawn. **(noted)**
 - h) Malmesbury CATG. The Council had been advised that a Meeting of the Group was taking place on Tuesday 12th September 2017 at the Riverside Community Centre. Details of the Agenda, notes and year spend had been provided and previously circulated. The Council considered if there were any local issues that should be raised at a future Meeting, particularly with regards to the Substantive Highways Scheme Fund Bid application process for 2017/18 advised in Briefing Note No 328 recently received. In this respect **the Council agreed that** a request should be made for all existing speed limits within the Parish to be lowered by 10 mph. This would result in Dauntsey Lock reducing from 40 mph to 30 mph, Swallett Gate to Sodom Lane junction reducing from 40 mph to 30 mph and the main village reducing from 30 mph to 20 mph. The Council acknowledged that there had been previous requests made for speed limits to be introduced in Sodom Lane and Church Lane but they had been declined, by the Highway Authority. The Council took the view that for a chance of any success the simple changing of signs on existing posts might prove successful and that requests for additional speed limits to be introduced may spoil the bid. **Proposed Cllr Mrs R Gregory, seconded Cllr N Puntis and RESOLVED UNANIMOUSLY**
 - i) Citizens Advice Wiltshire. The Council had donated £100.00 to the Universal Credit Service and noted a letter of thanks, 11th July 2017, from the Chief Executive. **(noted)**
 - j) First Aid Training. The Council had agreed to consider First Aid Training for Parishioners, possibly as a joint event with defibrillator training. The Council had considered and agreed that they would subsidize the Training with each participant asked for a £15.00 contribution towards the costs. The First Aid Training was to be advertised, through community contacts and The Pump to ascertain interest. To date there had been no interest shown. **The Council requested that** it be advertised again to ascertain if there is any interest. Cllr Mrs R Gregory agreed to produce an article for The Pump.
 - k) Wiltshire Council – Pre-submission Draft Wiltshire Housing Site Allocations Plan. The Council noted receipt of a notification regarding a Consultation commencing on 14th July 2017 and closing on 22nd September 2017. **(noted)**
 - l) Health & Wellbeing Champion Funding Support. The Council had been approached by the Malmesbury Community Area Engagement Manager to provide a financial contribution towards an enhanced Service. Council Members

had been provided with background information and statistics and were mindful of the fact that Cllr Mrs E Blacker filled the role at the present time but that they should consider the benefits of the Service to the community and financing the role itself rather than who was the present incumbent. Members were unanimous in their praise of the Service and agreed that support should be given. **It was agreed that a donation of £100.00** should be provided. **Proposed Cllr N Puntis, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY.** Cllr Mrs J Cowley had taken the role as Chairman of the Meeting for the Agenda item as Cllr Mrs E Blacker had declared an interest and left the Meeting Room during the consideration of the Agenda item. Cllr Mrs E Blacker returned to the Meeting Room and the Chairman's role following the completion of the Agenda item.

- m) Dauntsey Community Emergency Plan – Update 2017. The Council Lead Member, Cllr Miss C Blacker, provided a verbal update report on progress to date and that it was likely that recommendations would be available at the next Council Meeting for adoption. **(noted)**
- n) Defibrillator Project. The Council had agreed, in principle, to fund the 4-year lease of a defibrillator from the South Western Ambulance Service NHS Foundation Trust subject to the assistance from Parishioners. The lease had provided for training. The defibrillator would need to be sited at the School and would need a daily maintenance check. Although the original decision had been made following requests from Parishioners, previous attempts to secure assistance from Parishioners to form an inspection rota had been unsuccessful. The scheme could not proceed without support from the community. **It was agreed that** one further effort should be made through community contacts and The Pump to seek support. Cllr Mrs R Gregory agreed to produce the article.
- o) Neighbourhood Plan. Notification had been received that the Grants & Support for Neighbourhood Planning will close on 31st January 2018. For progress to be made there was a need for individuals to come forward to form a Steering Group. This was now particularly time sensitive as the grant scheme was ending. The Council had agreed that efforts should be made through community contacts and The Pump to seek support. To date there had been no interest shown and there was a need to re-advertise. The Clerk would prepare an article for The Pump.
- p) Wiltshire Council – Challenges Ahead Meetings. The Council had received an invitation to attend an interactive meeting, the local session being at 5.30pm on the 14th September 2017 at Monkton Park. Alternative dates and venues were available. Cllrs Mrs J Cowley and Mrs R Gregory indicated that they would be attending. **(noted)**
- q) Wiltshire Council - Briefing Note No 327 – The Council noted receipt of an Update on the Future Delivery of Waste Collection and Waste Management Services. **(noted)**
- r) Community First AGM & Awards Celebration 2017. The Council noted receipt of an invitation to attend the Event to be held on Wednesday 11th October 2017 in The Town Hall, Devizes 5.30 – 7.15pm. The opportunity to Nominate groups and individuals for the Awards was open until 15th September 2017. There was no Council Member available to attend the Event. **(noted)**
- s) Wiltshire Council - Briefing Note No 328 – The Council noted receipt of a briefing on the Substantive Highways Scheme Fund Bid application process for 2017/18. The Council had discussed and agreed earlier in the Meeting a suggestion that all existing speed limits within the Parish should be reduced by 10 mph. Minute 47/17 h refers. **(noted)**
- t) Christmas Decorations. Members had been previously advised that Lesley Webb, The Old Rectory, Church Lane had written and asked for permission to decorate the river bridge railings in Church Lane for Doorway (a Chippenham Charity) with a small banner and knitted Nativity decorations to celebrate the 12

- Days of Christmas. Previously the decorations had been erected on The Old Rectory entrance gates and had attracted people to view. Lesley thought that the bridge railings were a safer position for vehicles to stop. Council Members had considered that their permission was not required and welcomed the idea. The issue appeared on the agenda to note and to publicise the worthy project. **(noted)**
- u) Wessex Flood Resilience Team – Wiltshire Flood Warden Seminar. The Council had received an invitation to attend the Seminar to be held on Tuesday 5th September 2017 at Trowbridge Rugby Club, Hilperton BA14 6JB 9.30am – 3.30pm. **(noted)**
 - v) Victim Support. The Council had received information from Victim Support to raise awareness of their services, even if the crime has not been reported. Victim Support was an independent charity offering free confidential support to people of all ages affected by crime. **(noted)**
 - w) Dauntsey Pump Facebook. Council Members attention was drawn to a “Facebook Conversation” between Parishioners in regards to highway safety and traffic speeds following an un-reported accident at the entrance to the village from the Little Somerford direction. There had appeared to be an assertion that the Council had not been active over recent years in regards to speed checks, traffic calming, weight restrictions and the provision of pavements in the village. The Council was asked if they wished to consider if any response was required to correct any mis-understandings and whether there was a need to re-consider priorities in regards to highway safety within the whole Parish bearing in mind the long outstanding requests, particularly within the area from St James/St Johns to the M4 bridge, the lack of Public funding now available and the requirements of the Malmesbury CATG. The Council had consistently requested speed restrictions, weight limits, traffic calming measures, footpaths, etc throughout the whole Parish for many years, including participation in the B4069 Action Group and had provided financial support for the provision of the white village entrance gates, road markings and signage. In addition the Council, through leadership and active community volunteers, had been and still were an exemplar in Community Speed Watch in northern Wiltshire and they had gained a high profile County Award. However, the Council was not complacent as an earlier Agenda item indicated. (Minute 47/17 h refers) The Council did not wish to enter into any discussion outside of the formal public domain as their record was already available through Council Minutes and highway matters was a standing Agenda item. It was noted that the Council Chairman had suggested to the complainant that he attend the next Council Meeting to raise any issues and to hear first hand the Council’s views. The Clerk also reminded Members of the potential difficulties that some Councils had with Facebook and Social Media generally, that although Members could enter into conversations as individuals they should not as an Elected Representative of the Parish Council. On some occasions this had brought Councils and Members into disrepute. **(noted)**
 - x) Wiltshire Council - Briefing Note No 329 – The Council noted receipt of a briefing in regards to Disabled Parking Bays. **(noted)**
 - y) Wiltshire Council - Briefing Note No 330 – The Council noted receipt of a briefing on the Waste Management Consultation and Housing Recycling Centres Refurbishment Programme including planned closure dates. The local Stanton St Quintin HRC would be closed from 4th December to 18th December 2017 for refurbishment. **(noted)**

48/17 UPDATE ON STANDING ITEMS

a. Recreation Field:

- i) Dog Nuisance and Mess. The Council had received a comment from a passer by that it was surprising that dogs were allowed on the Recreation Ground and that some Councils had banned this. The Council had provided a sign asking for dog owners to clear up any mess, which had been successful. The concern possibly related to dangerous dogs and children. The Council was mindful, that in many instances dogs were taken to the Recreation Ground as part of a family visit and that any ban would be unwelcome. In addition the Council was not aware of any instances where problems had occurred. The Council had considered whether there was a need to erect a warning sign, or possibly create a dog free area but at this stage felt that The Pump could be used to remind dog owners of their responsibilities. Cllr Mrs R Gregory was to write an open letter to The Pump raising the issue to gauge reaction but reported that as there appeared to be no problems she had not done so. The situation would be kept under review including the possibility of introducing a fenced dog free area. In the meantime Cllr Mrs J Cowley would investigate options and potential costs of creating a fenced area. **(noted)**
 - ii) The Recreation Field Working Group confirmed that weekly inspections were being made and any issues reported to the Clerk. A recent report had raised a number of issues including, grass length, hedge and field perimeter edge growth, weed/grass growth on safety surfaces, rotten timber safety surface kerbing, various dangerous nails and screws and missing/broken boundary fence rails. The forthcoming RoSPA inspection may raise additional issues. **It was agreed that** a comprehensive list should be produced and a local contractor found to carry out the works. In the first instance the Council's grass cutting contractor would be asked if he wished to do the work. In addition the bench provided for public use opposite the Recreation Ground entrance had now been removed following damage. The Council had agreed that a replacement should be provided, financed from Capital funds and the cost was likely to be in the region of £500.00. Council Members questioned the need for the seat and **it was agreed that the** situation would be kept under review. **(noted)**
 - iii) Transfer of Community Asset. Wiltshire Council had provided draft particulars in regards to the 7-year, less 1 day, lease at no rent. This included a site plan, the red line of which did not include the whole area the Council used. This needed correction but the Clerk presented options to include additional areas, including the wild life area at the entrance to the site. **The Council agreed that** the lease should include the additional areas but to avoid the Brook, culvert and stone parapet walls that would be long-term maintenance problems. The Clerk would respond accordingly. **(noted)**
 - iv) RoSPA Annual Inspection. The Council had been notified, by the RoSPA Play Safety Team that the Recreation Field Annual Inspection would be taking place during September 2017. The Annual charge would remain as 2016. An opportunity had been given to meet and accompany the Inspector for an additional fee. It was considered that on this occasion this was not necessary. **(noted)**
- b. **Notice Boards:** The Clerk had previously advised that the School Notice Board had deteriorated further and that replacement was necessary as soon as possible. Cllr Mrs R Gregory reported that Mr Robert Forbes could not assist but that she was contacting an alternative local tradesman. **(noted)**
 - c. **Flooding Update:** Cllr N Puntis had provided an update under an earlier Agenda item. Minute 47/17 b refers. **(noted)**

- d. **Parish/Community Website/Social Media:** There was still a need for all Council Members to provide a photograph and short biography for the new Parish Council website. Members were required to produce the information. A timescale of 1st October 2017 was agreed. **(noted)**
- e. **Council Award Scheme:** No update. **(noted)**
- f. **Asset Register:** No update. **(noted)**
- g. **School Liaison:** No update. **(noted)**
- h. **Risk Assessment, Health, Safety & Management Register:** No update. **(noted)**
- i. **Freedom of Information Act-Publication Scheme:** No update. **(noted)**
- j. **Code of Conduct and Standing Orders:** No update. **(noted)**
- k. **Wiltshire Council Malmesbury Area Board:** The date for written reports to the Area Board had now passed. There was a need for Council Members to be proactive and suggest local issues and news that could be reported to the Area Board to increase the profile of Dauntsey within the Community Area. **(noted)**

49/17 HIGHWAY MATTERS

The Council considered the following Highway related matters

- a. **Parish Stewards Programme/ Requirements:** The Council had been advised that the Parish Steward would visit on 14th September, 12th October, 9th November and 7th December 2017. Issues still needed to be reported by Council Members to the Council's Link Member and also by the MyWiltshire App system. Cllr Mrs R Gregory was the Council link with the Parish Steward through the Community Area Highways Manager. **(noted)**
The Council noted receipt of the Local Highways July, August and September 2017 Newsletters and attachments. **(noted)**
- b. **Rights of Way Improvement Plan:** A replacement Community Rights of Way Warden had now been found and the Council was delighted to appoint Mrs Caroline Barnard and Mr Christopher Barnard in a joint role. Various Rights of Way issues had already been noted and reported and were briefly discussed, including the need for up to date definitive maps being made available. There was a need to ensure that all Rights of Way were accessible, properly sign posted and remain open. **Proposed Cllr Mrs R Gregory, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY.**
- c. **Highway Conditions and Maintenance:** No new matters were raised. There was no update on the replacement Sodom Lane sign. **(noted)**

50/17 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Wiltshire Council – Mobile Library Service. The Clerk advised that the Council had been notified that Wiltshire Council was carrying out a review of their Mobile Library Service. The Consultation period was from 4th September to 4th November 2017. There was a need to ensure that Parishioners responded to the Consultation to avoid the loss of the last remaining Library Stop at the School, the Parish having lost the

Dauntsey Lock and St James Stops in previous Reviews. The Consultation should be publicised in The Pump

51/17 DATE OF NEXT MEETING

The next Meeting of the Council will be **Monday 6th November 2017 at 7.30pm.** However, Members noted that a Planning Meeting is scheduled for **Monday 2nd October 2017 at 7.30pm** should this be required. It was noted that should this Meeting be required it would be in-quorate as Cllr Mrs E Blacker, Cllr Miss C Blacker and Cllr N Puntis were unavailable and that the Meeting would, in any case, need to be re-scheduled.

Signed:

Chairman, Dauntsey Parish Council

Date: **6th November 2017**