

**DAUNTSEY PARISH COUNCIL
DRAFT MINUTES**

Council Meeting

held at 7.30pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

6th November 2017

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

Also Present: Wiltshire Councillor T Sturgis, 1 Member 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

There were no Questions raised by Members of the Public

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor T Sturgis drew Members attention to the Wiltshire Local Plan Review, that will shape Wiltshire's planning to year 2036, and the Consultation that was commencing on 7th November 2017 and ending 19th December 2017.

There were no further Reports received.

52/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs J Cowley (Vice Chairman) and Cllr N Puntis.

53/17 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)

There were no Declarations of Interest.

54/17 PARISH COUNCIL VACANCIES

With the Council's agreement the Chairman brought forward Agenda item 6 (c).

The Council was aware that following the Parish Council Elections held on the 4th May 2017 the Council could co-opt up to three eligible and suitable applicants. Following a subsequent co-option there remained two vacancies that had been advertised on the community website and in editions of The Pump. Mr Christopher Barnard, a Parishioner, had applied and fulfilled the necessary legal requirements. Following consideration the Council agreed that Mr C Barnard should be co-opted. **Cllr Miss C Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

Mr C Barnard was pleased to accept the Council's decision and duly signed his Declaration of Office, witnessed by the Clerk and took his position. The Chairman and Members welcomed Cllr C Barnard to the Council. **(noted)**

55/17 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 4th September 2017. **Cllr Miss C Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

56/17 PLANNING

a. Planning Applications:

- a) 17/09563/FUL
New Vehicular Entrance for Replacement Dwelling being erected
under Planning Permission 16/04013/FUL
Hillside Farm, Dauntsey Lock SN14 4HB
For Mr & Mrs A Gleed (Billycock Homes Ltd)

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

Cllr Mrs R Gregory proposed, Cllr Miss C Blacker seconded and RESOLVED UNANIMOUSLY

- b) 17/10270/FUL
Erection of a Lodge as Tourist Accommodation (retrospective)
Olivemead Lake Fishing Holidays, Olivemead Lane, Dauntsey SN15 4JF
For Mr & Mrs S Wealthall

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

Cllr Mrs R Gregory proposed, Cllr Miss C Blacker seconded and RESOLVED UNANIMOUSLY

In order to meet the timescale of Wiltshire Council, Parish Council Members had been previously circulated with the following three applications. Because of Members unavailability it had not been possible to hold a quorate Planning Meeting and Members had agreed that the Clerk should respond within the required timescale advising that there were no objections to raise to any of the applications and that this would be confirmed at the next Council Meeting.

- c) 17/08271/FUL
New Vehicular Access, Gateway and Associated Works
Land at Church Lane, Dauntsey SN15 4HW
For Mr & Mrs Andrew Garland
- d) 17/08314/FUL
Proposed Change of Use from a former Agricultural Building to Class C3
(dwellinghouses) and Associated Conversion Works

Former Barn at Mead House Farm (known as Vardoros Villa), Sodom Lane,
Dauntsey SN15 4JA
For Equi Life (Holdings) Ltd (Mr Robert Eustace)

- e) 17/08359/FUL
Proposed Rear Extension
9 Middle Farm Close, Dauntsey SN15 4GY
For Mr Raimon Hartley

Following consideration the Council **resolved to confirm that there were no objections.**

Cllr Miss C Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY

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

- a) 17/06260/FUL
Extension of Residential Curtilage (change of use of land) in relation to the dwelling known as Martha's Lodge (retrospective)
Land adjacent to Martha's Lodge, Olivemead Lake, Olivemead Lane, Dauntsey SN15 4JF
For Mr & Mrs S Wealthall
Approved, subject to Conditions 8th September 2017

- b) 17/08314/FUL
Proposed Change of Use from a former Agricultural Building to Class C3 (dwellinghouses) and Associated Conversion Works
Former Barn at Mead House Farm (known as Vardoros Villa), Sodom Lane, Dauntsey SN15 4JA
For Equi Life (Holdings) Ltd (Mr Robert Eustace)
Approved, subject to Conditions 11th October 2017

- c) 17/08359/FUL
Proposed Rear Extension
9 Middle Farm Close, Dauntsey SN15 4GY
For Mr Raimon Hartley
Approved, subject to Conditions 17th October 2017

57/17 FINANCE

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

- a) **Payments:**

JD Estate Management Inv 0917. 28 th Sept 2017	£ 116.00
Playsafety Limited. RoSPA Report Sept 2017. Inv 31802 21.09.17	£ 109.20
Health & Wellbeing Champion. Contribution. Inv 17/17 01.10.17	£ 100.00
JD Estate Management Inv 1017. 1 st Nov 2017	£ 174.00
Black Nova Designs. Inv BND-2081 Gov Domain etc.	£ 110.00
St James the Great PCC. Graveyard maintenance donation 2017	£ 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 the following receipt:

Wiltshire Council Parish Precept 17/18. 2nd Instalment. 20th July 2017 £ 8,000.00

58/17 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 that a Dementia Friends Session could be jointly held on the evening of Monday 4th December 2017 together with the Dauntsey Phoenix CIC AGM. It was now understood that conflicting local events had meant that the Dauntsey Phoenix CIC AGM had been moved to Tuesday 5th December. The DF Session could have still taken place on that date with the Council's Planning Meeting retained, if required, on Monday 4th December 2017. However, following publicising, there appeared to be a lack of local community interest in the DF Session and consequently **the Council agreed that** it should be postponed until the New Year when Community Action Planning could be re-considered. **Cllr Mrs E Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**
- b) Wiltshire Council Operational Flood Working Group North. The Council noted that a Meeting had been held on 13th September 2017 in Corsham Town Hall. No update/report was available. **(noted)**
- c) Parish Council Vacancies. The Council noted that following an earlier decision (Minute 54/17 refers) a Vacancy still existed, that the Council could co-opt an eligible applicant and that efforts should continue to be made to fill the position. The Council was mindful that applicants should be committed people willing to serve the Council and the whole community for the remainder of the 4-year term. The Vacancy would be advertised again, through community contacts and The Pump. **(noted)**
- d) Wilts & Berks Canal Trust. The Council noted receipt of the "On the Button" September, October and November 2017 Newsletters. **(noted)**
- e) Wiltshire Council - Briefing Note No 331 – The Council had received a Briefing Note in regards to the Wiltshire Local Development Scheme. Members attention was drawn to the importance given to an Adopted Neighbourhood Plan sitting alongside the Wiltshire Core Strategy/Local Plan as a policy document. **(noted)**
- f) Wiltshire Council Malmesbury Area Board. The Council noted that an Area Board Meeting had been held on the 6th September 2017 in Crudwell Village Hall. The next Area Board Meeting was scheduled for Wednesday 8th November 2017 at 7.00pm in the Oaksey Village Hall. Cllr Mrs E Blacker would represent the Council. **(noted)**
- g) Wiltshire Council - Car Parking Charges Consultation. The Council had been notified that options to review car parking charges in Wiltshire was now underway. The Consultation ended at midnight on 23rd November 2017. **(noted)**
- h) Wiltshire Council - Briefing Note No 332 – The Council had received a Briefing Note in regards to the Expectation on Councillors to notify as Data Controllers. Subsequently, the Briefing Note had been withdrawn, as it was not applicable to Town and Parish Councillors. However, Data Control and privacy was a Parish Council requirement and advice was awaited from NALC on how Councils should comply with necessary requirements. **(noted)**

- i) Wiltshire Council - Briefing Note No 333 – The Council had received a Briefing Note in regards to the Community Right to Bid – Assets of Community Value. **(noted)**
- j) Wiltshire Council – A Senior Moment. The Council had been notified of this event, for those aged 55 and over, to be held on Friday 1st December 2017 10.00am to 1.00pm at The Neeld Community & Arts Centre. **(noted)**
- k) UK Youth Parliament Elections. The Council had been advised that the Elections for young people aged between 11 and 18 years old would take place between 29th January and 11th February 2018. The application deadline was 20th November 2017. **(noted)**
- l) Wiltshire Council -Tax Setting Programme 2018/2019. The Council had been notified of the Council Tax Setting Timetable. The deadline for Precept requests was the 19th January 2018. The Council meets on the 8th January 2018 to consider their forward budget and set a Precept requirement and would be able to comply with the timetable. The Council was notified that a Central Government Consultation on Council Tax Referendum Principles 18/19 was taking place. **(noted)**
- m) Wiltshire Council – Challenges Ahead Meetings. The Council had received an invitation to attend the interactive meetings. The local session had been held on the 14th September 2017 at Monkton Park. The Council had now received a copy of the Presentations used at the meetings, which were circulated. **(noted)**
- n) Wiltshire Council - Briefing Note No 334 – The Council had received a Briefing Note in regards to the current threat presented by County Lines supply of Heroin and Crack Cocaine. **(noted)**
- o) Wiltshire Council - Briefing Note No 335 – The Council had received a Briefing Note in regards to the Wiltshire Pause Project. **(noted)**
- p) Training and Networking Day. The Council had been invited to attend the Town and Parish Councils Training and Networking Day, which was to be co-hosted by Wiltshire Council and the Society of Local Council Clerks, taking place on Friday 17th November 2017 at County Hall, Trowbridge from 9.00am to 4.00pm. The event was restricted to a maximum of two representatives from a Town or Parish Council. No Members were available to attend. **(noted)**
- q) County of Wiltshire Carol Service. The Council had been invited to attend the County of Wiltshire Carol Service, by HM's Lord-Lieutenant of Wiltshire and others, taking place at St Mary and St Nicholas' Church, Wilton on Wednesday 6th December 2017 at 12.00 noon. **(noted)**
- r) Health & Wellbeing Champion Funding Support. The Council had been approached by the Malmesbury Community Area Engagement Manager to consider providing a financial contribution towards an enhanced Service. The Council had agreed a donation of £100.00 should be made and an invoice had now been received. Payment had been agreed earlier at Minute 57/17 (a). **(noted)**
- s) Dauntsey Community Emergency Plan – Update 2017. The Council Lead Member, Cllr Miss C Blacker, provided a verbal update report on progress to date and advised that some details on flooding aspects were still in preparation and that it was likely that recommendations would be available at the next Council Meeting for adoption. **(noted)**
- t) Defibrillator Project. The Council had agreed, in principle, to fund a 4-year lease of a defibrillator from the South Western Ambulance Service NHS Foundation Trust and had made Budget provision. 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. The Council had agreed on several occasions, that a further effort should be made through community contacts and The Pump to seek support. There had been no indication of local community support to carry out the simple inspection involved and without this the project could not proceed. Consequently, **the Council agreed that** no further

action be taken at the present time but that the situation be kept under review. **Cllr Mrs E Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

- u) Lyneham and Neighbouring Parishes Forum. The last meeting scheduled to take place on Wednesday 12th October 2016 was cancelled. There had been no further meetings held. The Lyneham and Bradenstoke Parish Council had recently asked if this Council would confirm if they were interested in continuing with the Forum and if so advise them of any appointed representatives. The Council felt that local networking was beneficial but attendance would depend on dates chosen for meetings. The Clerk was asked to advise Lyneham and Bradenstoke Parish Council that the Council would participate in the Forum and would make efforts to attend and meetings arranged. **(noted)**
- v) Neighbourhood Plan. Notification had been received that the Grants & Support for Neighbourhood Planning would close on 31st January 2018. For progress to be made there was a need for individuals to come forward to form a Steering Group. The Council had agreed that efforts should be made through community contacts and The Pump to seek support. There had been no indication of local community support to become involved in the future planning policy for the Parish and without this the project could not proceed. When last considered by the Council this was particularly time sensitive as the grant scheme was ending. However, recent notification had been received that the Grants & Support for Neighbourhood Planning was to continue. The Council was mindful of Briefing Note No 331 considered earlier and the importance an Adopted Neighbourhood Plan played alongside the Wiltshire Core Strategy/Local Plan. Consequently, **the Council agreed that** although no further action could be taken at the present time the situation be kept under review. **Cllr Miss C Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**
- w) Health & Wellbeing. The Council had been notified that the “Surviving Winter” grant application award scheme opened in mid-November. **(noted)**
- x) Dauntsey PCC. A request had been received from the St James the Great Church Parochial Church Council for a donation of £200.00 towards the maintenance of the graveyard. The Parish Council had traditionally provided a donation from the Grants & Donations Budget. Following consideration, although no information regarding the PCC accounts and graveyard maintenance costs had been provided **the Council agreed that** a donation be made but that the PCC be reminded that this would be required if any further requests were made. During consideration a Parishioner addressed the Council and suggested that the donation should only be given if a request was made to tidy up the grass cutting disposal area/s. It was suggested that grass cuttings had been initially tipped in a tidy pile but that this had now spread considerably and was now an unsightly mess. There was a suggestion that cuttings should be taken away. The Council asked that the Clerk mention this when sending the donation. **Cllr Mrs E Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**
- y) Malmesbury CATG. The Council had received the comprehensive Notes of the Meeting of the Group held on Tuesday 12th September 2017. The next CATG Meeting was scheduled for Tuesday 5th December 2017, 6.00pm at the Riverside Community Centre, Malmesbury. The Council was reminded that any local proposals for highway related improvements would be considered by CATG and prioritised and would require a Council financial contribution of at least 30% of the costs. **(noted)**
- z) First Aid Training. The Council had agreed to part fund any training with each participant being asked for a £15.00 contribution towards the costs. The training was to be advertised through community contacts and The Pump to ascertain interest. There had been no significant indication of local community interest and although there were around six showing interest this would not be sufficient to

proceed with a viable training session. Consequently, **the Council agreed that** although no further action could be taken at the present time the situation be kept under review with further efforts made to elicit interest from the local community who may wish to provide a service in time of need. **Cllr Miss C Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

The Clerk introduced two late items received since Agenda publication that Council could note and was not required to determine.

- aa) Wiltshire Council Local Plan Review. The Council had been notified that a Wiltshire Local Plan Review Consultation, that will shape Wiltshire's planning to year 2036, was commencing on 7th November 2017 and ending 19th December 2017. **(noted)**
- bb) Wiltshire Council Financial Planning. The Council had received draft 2018/2019 Tax Base details to assist Council with their Budget setting and Precept requirements. This was intended to assist Members at their January 2018 Council Meeting. **(noted)**

59/17 UPDATE ON STANDING ITEMS

a. Recreation Field:

- i) Dog Nuisance and Mess. Pursuant to Minute 48/17 (a) (i). The Council had considered that there appeared to be no problems but that the situation was to be kept under review including the possibility of introducing a fenced dog free area. Cllr Mrs J Cowley had investigated options and potential costs of creating a fenced area. The Council's original intention was that The Pump could be used to remind dog owners of their responsibilities and to gauge reaction. This had not been carried out and consequently the Council was not aware of public opinion as there was a view that many saw the inclusion of a family pet part of any visit to the Recreation Ground. There was an existing "warning sign" in regards to collection of dog faeces together with "collection bags" and it appeared that this was sufficient to remind users to be responsible. Rather than an expensive project that segregates users and produces maintenance problems the Council considered alternatives that could solve any perceived problems. With this in mind the Council's preference was to promote owner's responsibility and to erect additional signage, possibly of a temporary nature, to highlight owners responsibilities. Cllr Miss C Blacker agreed to produce appropriate signage. **(noted)**
- ii) The Recreation Field Working Group confirmed that weekly inspections were being made and any issues reported to the Clerk. The Council had previously noted that a number of issues required attention 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 RoSPA 2017 inspection had now taken place and had identified additional issues. **It was agreed that** a comprehensive list, would be prepared by the Working Group and a local contractor found to carry out remedial works. In the first instance the Council's grass cutting contractor would be asked if he wished to do the work during the winter period. **(noted)**
- iii) RoSPA Annual Inspection. The Council noted receipt of the Annual Inspection (September 2017) Report prepared by the RoSPA Play Safety Team. **It was agreed that** action was required on the issues raised and the

Recreation Field Working Group would include required works in the list of maintenance works. An opportunity had been given to meet and accompany the Inspector for an additional fee and it had been considered that this was not necessary. However, there were continued references to rabbit holes in Reports and Council Members had been unable to locate these and the Clerk was asked to seek clarification from the Play Safety Team. **(noted)**

- b. **Notice Boards:** The School Notice Board has deteriorated further and a replacement was necessary as soon as possible. Cllr Mrs R Gregory agreed to ask a local contractor for assistance. The Dauntsey Lock Notice Board had deteriorated rapidly in the last few weeks and without considerable work would soon become unusable. The Council had previously been advised that as part of the Canal side and Peterborough Arms redevelopment the Wilts & Berks Canal Trust intended to erect a Notice Board and, as the location of the existing Notice Board may be inconvenient in their overall site layout design concept, had agreed that the new Notice Board could also be for community use. Council Members were mindful of the fact that a local Parishioner had designed, constructed and erected the existing Notice Board and agreed that they did not wish to allow further deterioration to despoil the work of the Parishioner. Consequently, the Clerk was asked to contact the Wilts & Berks Canal Trust to ascertain their timescale, which will allow a decision on any short-term repairs. **(noted)**
- c. **Flooding Update:** No update. **(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. **(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)**

60/17 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 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 October and November 2017 Newsletters and attachments. **(noted)**

- b. **Rights of Way Improvement Plan:** The Community Rights of Way Warden updated the Council on the need to ensure that all Rights of Way were accessible, properly sign posted and remained open. A comprehensive list would be prepared of Rights of Way infringements and requirements and reported to Wiltshire Council. **(noted)**
- c. **Highway Conditions and Maintenance:** It was reported that, despite previous attempts at filling, a large hole now existed on the highway edge near to Japonica Cottage and the Swallett Gate road junction. Cllr Mrs R Gregory would report this to the Parish Steward. **(noted)**

61/17 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Fireworks. Council Members had heard local complaints in recent days in regards to fireworks, particularly in regards to animal/livestock care. There had been no Public Display organized within the Parish that would have required proper Notice being given to owners under the Animal Welfare Act 2006. It appeared that private individuals had set off fireworks, on land in some instances not within their ownership but this matter would involve civil action between involved parties. Wiltshire Council and the Police enforce the Act and aggrieved parties should in future approach them. The Parish Council has no enforcement powers and it was suggested that a request should be made to Parishioners, through The Pump, to be mindful of neighbour's animals/livestock by advance warning of firework proposals. **(noted)**

62/17 DATE OF NEXT MEETING

The next Meeting of the Council will be **Monday 8th January 2018 at 7.30pm.** However, Members noted that a Planning Meeting is scheduled for **Monday 4th December 2017 at 7.30pm** should this be required.

Signed:

Chairman, Dauntsey Parish Council

Date: **8th January 2018**