

# DAUNTSEY PARISH COUNCIL DRAFT MINUTES

## Council Meeting

held at 7.30pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

**6<sup>th</sup> March 2017**

Present: Cllr Mrs E Blacker (Chairman), Cllr Mrs J Cowley (Vice Chairman), Cllr Ms R Banyard, Cllr Mrs H Eggleton, Cllr Mrs R Gregory and Cllr N Puntis

Also Present: Wiltshire Councillor T Sturgis, 1 Member of the Public who signed the Council's Official 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 Sheila Wade, on behalf of the Wilts & Berks Canal Trust, was pleased to report that the Peterborough Arms Community Room was nearly completed and available for use and advised that the local branch of the Women's Institute and the Dauntsey Phoenix CIC Board had already held meetings in the premises. In regards to the Foxham & Lyneham Branch it had been agreed by the Trust that they should remain merged with the Melksham, Chippenham & Calne Branch for the next 18 months or so.

There were no Questions raised that were not covered by later Agenda items.

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

Wiltshire Councillor T Sturgis updated the Council on recent Wiltshire Council issues, including prioritizing three areas set out in the Council's vision agreed in 2009, namely protecting vulnerable people, boosting the local economy and working with local communities. Consequently, budgets had been aligned to deliver these goals, heavily affected by cuts in funding from central government and an increasing demand for key front line services. Cllr Sturgis quoted figures, which included the facts that 2118 homes were built in Wiltshire, including 635 affordable homes in the last year, that over the last 4 years the tonnage of waste going to landfill had been reduced to 23% and with increased investment in highway maintenance there had been a significant improvement in roads classed as in poor conditions during the annual independent survey (A Roads down from 13.3% to 2.2%, B Roads down from 5.6% to 4.6%, C Roads down from 17.4% to 10.6% and Unclassified Roads down from 11.5% to 4.3%). In closing he advised that the MyWiltshireApp system had been praised by the Council's Peer Group, that there had been a need for £120million of cuts to produce a balanced budget but there was increased spending in the Council budget for next year which would mean additional money available to maintain lengths of pavements through the Community Area Transport Group (CATG).

The Parish Council thanked Wiltshire Councillor T Sturgis for his work on behalf of the Parish over the last 4 years as Unitary Elections were taking place on 4<sup>th</sup> May 2017.



There were no further Reports received, or issues raised that were not covered by later Agenda items

**74/16 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Ms R Banyard, who would arrive late to the Meeting (for the record arrived at 8.55pm)

**75/16 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

**76/16 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 9<sup>th</sup> January 2017. **Cllr Ms R Banyard 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 6<sup>th</sup> February 2017. **Cllr N Puntis proposed, Cllr Mrs H Eggleton seconded and RESOLVED UNANIMOUSLY**

**77/16 PLANNING**

**a. Planning Applications:**

There were no Planning Applications considered.

**b. Planning General:**

There were no Planning related matters to report

**78/16 FINANCE**

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

**a) Payments:**

Clerks Expenses. Mr V A Vines Year 2016-2017	£ 595.11
Clerks Net Salary. Mr V A Vines Year 2016-2017	£ 2344.16
Clerks HMRC Year 2016-2017 PAYE	£ 586.04
Wilts&Berks Canal Trust. Peterborough Arms Donation (new cheque)	£ 100.00
WALC. Inv 3234. CiLCA course sessions.	£ 264.00
WALC. Grant Thornton Audit Training session	£ 18.00
Brinkworth Earl Danby’s School. Inv LS190 Caretaker costs.	£ 10.00

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

**b) Receipts:** No Receipts had been received since the last Council Meeting



c) **Bank Account:**

The Council noted the Lloyds Bank Account balance of £ 32,581.20 at 30<sup>th</sup> January 2017

d) **Receipt & Payments Schedule and Accounts Year End 31st March 2017**

The Council noted receipt of accounting spreadsheet and adopted the End of Year 2016-2017 Accounts for submission to the internal and external Auditors

**Proposed Cllr N Puntis, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**

**79/16 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) Brinkworth Butterflies. At the last Council Meeting, a Question had been asked by Mrs Laura Dossett. She had asked if the Parish Council could consider giving a grant/donation towards the running costs of the Brinkworth Butterflies Pre-School a not-for-profit voluntary-led organisation, founded in 1968. She had explained to the Council the difficulties now facing them with reductions in grant funding and low child numbers together with increased costs and the need to increase their reserve funds to allow them to continue. Following consideration of the request the Council considered that as the request was for general funding they could not offer support but would consider an application for a specific project or purchase, subject to Section 137 funding availability, and asked the Clerk to inform Mrs Dossett. **Proposed Cllr Mrs E Blacker, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY**
- b) Wiltshire Council Operational Flood Working Group North. The Council noted that a Meeting was held on the 19<sup>th</sup> January 2017, at the Beversbrook Sports Centre, Calne SN11 9FL. Cllr N Puntis updated the Council on the present position with Highways England, confirming that the proposals were still in the pipeline and that in due course a public meeting would be held to inform Parishioners of the comprehensive works proposed. **(noted)**
- c) Wiltshire Council Mobile Library Service. The Libraries Development Manager had informed the Council that a route review was taking place across Wiltshire this year and had requested that the Parish Council promote the service throughout the Parish as the present Library Stop near the School had very few customers. The Council was advised that service stops would take place on Fridays 24<sup>th</sup> March, 21<sup>st</sup> April, 19<sup>th</sup> May, 16<sup>th</sup> June, 14<sup>th</sup> July and 11<sup>th</sup> August between 10.50am and 11.20am. The Council asked that the Parish Pump should promote the Service and the dates. **(note)**
- d) Parish Council Vacancy. The Council noted that the Vacancy still existed and that they could co-opt an eligible applicant. However, as Council Elections were on the 4<sup>th</sup> May 2017 and this being the last scheduled Council Meeting there was no further opportunity to co-opt anyone who came forward. No further action would be taken other than for Council Members to promote the forthcoming Elections to ensure that there was local interest. **(noted)**
- e) Local Council Elections Timetable 2017. WALC had produced a Timetable for existing Council Members information. Council Members were informed that although the Elections would take place on Thursday 4<sup>th</sup> May 2017 existing Councillors remained in office until Monday 8<sup>th</sup> May 2017, the date newly



- elected Councillors would take up office. Newly elected Councillors would need to sign their Declaration of Acceptance of Office before the start of the Council Annual Meeting, which would be held on Monday 15<sup>th</sup> May 2017. **(noted)**
- f) CPRE Wiltshire Best Kept Village Competition 2017, sponsored by Hills Group. The Council noted the invitation to enter the competition, the closing date being 18<sup>th</sup> April 2017. **The Council agreed that** the Parish should be entered. **Proposed Cllr Mrs J Cowley, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY** The Council further agreed that to promote interest they should again support the Parish Wheelbarrow Competition and fund the prize/s to the value of £25.00 and following discussion considered that a suitable Competition theme would be “The Oscars”. **Proposed Cllr N Puntis, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**
- g) Lyneham and Neighbouring Parishes Forum. The Council noted that since the Meeting scheduled to take place on Wednesday 12<sup>th</sup> October 2016 in Hilmarton Community Room had been cancelled there had been no further meetings called. At this time the next meeting date had yet to be decided. The Council had no issues to raise on the agenda. **(noted)**
- h) Wiltshire Council Malmesbury Area Board. Cllr Mrs E Blacker updated that Council on the successful “Our Community Matters” conference held on Wednesday 11<sup>th</sup> January 2017 and the Area Board Meeting held on Wednesday 1<sup>st</sup> March 2017 both held in Malmesbury Town Hall. The Council was informed that the next Area Board Meeting is scheduled for Wednesday 31<sup>st</sup> May 2017 at a venue to be announced. It was considered important that a Parish Council representative should attend all Area Board Meetings during the next Council Term of Office. **(noted)**
- i) Wilts & Berks Canal Trust. The Council noted receipt of the “On the Button” February and March 2017 Newsletters. **(noted)**
- j) Wilts & Berks Canal Trust. Peterborough Arms refurbishment. The Council had approved a £100.00 donation towards the disabled access toilets. The Council had not released the donation as they had wished to be assured that the works would be carried out before releasing the money. The Trust had now provided invoice evidence for work carried out by two contractors and agreed that the donation should now be released. As the previous signed cheque had been voided a replacement cheque was signed. **Proposed Cllr Mrs J Cowley, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**
- k) Foxham & Lyneham Branch Wilts & Berks Canal Trust. The Council had received a brief update during the Public Question session earlier in the evening and understood that it had been agreed that the former Branch should remain merged with the Melksham, Chippenham & Calne Branch for the next 18 months or so. **(noted)**
- l) Scottish & Southern Electricity Networks. The Council noted that the SSEN were offering community grants of up to £20,000.00 from their Resilient Communities Fund for community projects. Projects included the protection of vulnerable customers, enhancing community facilities and improving communication during significant weather events. More information was available at [www.ssen.co.uk/resilience](http://www.ssen.co.uk/resilience) **(noted)**
- m) Friends of Riverside. The Council noted receipt of the Riverside Community Centre Newsletter February 2017 edition. **(noted)**
- n) Buckingham Palace Garden Party 23<sup>rd</sup> May 2017. WALC had advised that the successful nominees in the draw held on the 25<sup>th</sup> January 2017 had come from Salisbury City Council and Cheverell Magna Parish Council. **(noted)**
- o) Malmesbury Community Area Transport Group. The Council noted receipt of the notes of the CATG meeting held on Tuesday 7<sup>th</sup> February 2017. Council Members were reminded that any priority proposals would require 30% financial local support. **(noted)**



- p) WALC Audit Training. Grant Thornton UK, the Council's external auditors were holding a two hour training session for Clerks on this year's audit process taking place on Thursday 30<sup>th</sup> March 2017 at the Community First offices in Devizes. The costs were £15.00 plus VAT = £18.00. The Council confirmed that the Clerk should attend. **(noted)**
- q) Westerleigh Group. A Crematorium for North Wiltshire. The Council noted that they had been invited to attend a public exhibition held on Thursday 2<sup>nd</sup> March 2017 at the Rugby Club, Royal Wootton Bassett to see the proposals, ask questions and provide feedback on a proposal near Studley Grange Farm accessed from the A3102 near to M4 Junction 16. **(noted)**
- r) Community Policing Update – February 2017. The Council noted receipt of the Malmesbury Community Policy Team Update. **(noted)**

## 80/16 UPDATE ON STANDING ITEMS

- a. **Recreation Field:**
  - i) The Recreation Field Working Group had no update. **(noted)**
  - ii) The Recreation Field Working Group confirmed that inspections were being made but that a rota for the next six months would need to be prepared following the election of the new Council. It had been noted that there was grass growth appearing on the safety surfaces and it was agreed that this would require killing. Ms S Wade kindly offered to arrange the necessary spraying. **(noted)**
  - iii) Rospa Inspection 2016. It was confirmed that Sovereign had completed the remedial works, covered under the guarantee. **(noted)**
  - iv) Transfer of Community Asset. It was reported that there was no further progress since the last Council Meeting. **(noted)**
- b. **Notice Boards:** The Clerk advised that the School Notice Board had deteriorated further and that replacement was necessary as soon as possible. The difficulties in securing a replacement of the required height, door opening difficulties, etc from a standard catalogue had been noted previously and it was agreed that perhaps a local fabricator/manufacture could be approached. **Cllr Mrs H Eggleton agreed** to investigate with a local source. The Clerk further advised that the Dauntsey Lock Notice Board, supplied and erected by a local resident, was in need of a major overhaul to return to its' original condition. Ms S Wade advised the Council that the Peterborough Arms Project included the provision of Notice Boards and signage and that as the Board would be/is sited on what will be a public open space area then she would raise the question with the Project team to consider future provision. **(noted)**
- c. **Flooding Update:** Cllr N Puntis had updated the Council earlier in the Meeting on the present position with Highways England, confirming that the proposals were still in the pipeline and that in due course a public meeting would be held to inform Parishioners of the comprehensive works proposed. **(noted)**
- d. **Parish/Community Website/Social Media:** No update.
- e. **Quality Council/Local Council Award Scheme:** No update.
- f. **Asset Register:** No update.
- g. **School Liaison:** No update. The Council had received a School Newsletter (March 2017 Edition) through a third party **(noted)**
- h. **Risk Assessment, Health, Safety & Management Register:** No update.



- i. **Freedom of Information Act-Publication Scheme:** No update.
- j. **Code of Conduct and Standing Orders:** No update.
- k. **Wiltshire Council Malmesbury Area Board:** No update.
- l. **Community Emergency/Resilience Plan:** The Clerk reported that following the resignation of CEV Steve Eggleton the Assistant CEV Ian Chatterton had taken over the role until the Annual Council Meeting in May 2017 when external appointments and roles were agreed. **The Council agreed that** a letter of thanks should be sent to Steve thanking him for his efforts over the last few years in his role as Community Emergency Coordinator. The Clerk had received a resignation report that had been circulated to Council Members for their perusal that highlighted the reasons for his resignation, which focused on historic and recent disagreements on matters of principle that resulted in a wish not to remain in the position. Cllr Mrs H Eggleton requested that the Council should discuss the matters involving the breakdown in relationships, as these should be exposed. The Clerk advised that as there were personal matters to discuss, that at this stage should not be in the Public domain, then it would be best for the Council to agree to take any discussion forward as a Confidential Item, excluding the press and public, that could lead to a formal decision and a Public statement if required. Cllr Mrs H Eggleton agreed that this would be beneficial and proposed that a Confidential Item should be heard at the end of the Agenda business. The Chairman asked if there was a seconder for the proposition. Several Council Members were of the view that although it was a regrettable situation they did not wish to discuss the matter any further. Consequently, there was no seconder for the proposition and the proposal could not be taken forward. Unfortunately and sadly Cllr Mrs H Eggleton did not find this situation acceptable and indicated that, particularly as she would not be standing for re-election in a few weeks time and that she did not wish to work with the Council Chairman or the Council in the interim period, she wished to resign her Council position and left the Council Meeting. **(noted)**
- m. **Defibrillator Project:** No further progress had been made as no volunteers had come forward to form a maintenance team. The Council had funds available for the lease purchase from the SW Ambulance NHS Trust and the matter would be raised again at the Annual Parish Meeting.

#### 81/16 HIGHWAY MATTERS

The Council considered the following Highway related matters

- a. **Parish Stewards Programme/ Requirements:** The Parish Steward scheme recommenced in October 2016. Cllr Mrs R Gregory was liaising with the Parish Steward and asked Council Members to report local area issues as soon as possible. An updated Priority Spreadsheet had been received from Wiltshire Council to assist reporting, but the preferred option was through the MyWiltshireApp system. **(noted)** The Council noted receipt of the Local Highways (Cllr Mr Whitehead's) February and March 2017 Newsletters and attachments. **(noted)**
- b. **Rights of Way Improvement Plan:** No new matters were raised. Cllr Mrs R Gregory would investigate a replacement Community Rights of Way Warden but to date no one had been found. As this was an important matter it would be highlighted at the Annual Parish Meeting as access and signage was being neglected throughout the Parish. **(noted)**



- c. **Highway Conditions and Maintenance:** No new matters were raised. Previous issues remained outstanding. There was no update on the replacement Sodom Lane sign. **(noted)**

**82/16 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- a. Annual Parish Meeting Agenda. Suggestions for the Meeting to be held on Monday 3<sup>rd</sup> April 2017 included: Bonfire nuisance. Traffic speeds. Defibrillator. Best Kept Village competition. Litter Pick. Wheelbarrow Competition. School bookings. First Aid Training.

No further matters were raised.

**83/16 DATE OF NEXT MEETING**

The Council noted that next Meeting of the Council would be on **Monday 15<sup>th</sup> May 2017** at **7.30pm**. The **Council's Annual Meeting** will precede this Full Council Meeting at **7.00pm**. However, Members noted that a Planning Meeting was scheduled for **Monday 3<sup>rd</sup> April 2017** at **7.00pm** should this be required, prior to the Annual Parish Meeting.

Signed:

Chairman, Dauntsey Parish Council

Date: **15<sup>th</sup> May 2017**