

# **DAUNTSEY PARISH COUNCIL DRAFT MINUTES**

## **Council Meeting**

held at 7.30pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

**9<sup>th</sup> January 2017**

Present: Cllr Mrs J Cowley (Vice Chairman), Cllr Ms R Banyard and Cllr Mrs R Gregory

Also Present: Wiltshire Councillor T Sturgis, 6 Members 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**

Mr David Bullard raised the issue of traffic speeds, noise and HGV vehicles through the village and asked if the Parish Council was considering any action/s to alleviate the problems. He had prepared a briefing note for consideration. During the general discussion that followed issues such as sight lines at road junctions, hedgerow maintenance, lowering speed limits, moving speed limit signs, white lining replacement/renewal and the introduction of weight limits were discussed along with the history of Parish Council involvement, surveys, finances and the Community Speedwatch efforts. It was agreed that the issue/s should be an item on the Annual Parish Meeting Agenda in April.

Brinkworth Butterflies. Mrs Laura Dossett 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 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. The Pre-School served both Brinkworth and Dauntsey. She had prepared a briefing note, together with financial information and indicated that Brinkworth Parish Council were likely to approve a grant/donation that evening. The Clerk advised that as the matter was not an Agenda item and involved a financial decision the Council could not formally consider the request and if the Council wished it could be included on the Agenda for the next Council Meeting. Council Members asked Laura a number of questions but gave no indication of what their decision was likely to be, as they would consider the matter at the next Council Meeting.

There were no further Questions raised.

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

Wiltshire Councillor T Sturgis updated the Council on recent Wiltshire Council issues. Funding reports on a New Homes Bonus were misleading as much of the funding given was taken away with cuts in other funding areas. Fly tipping was a



matter of concern and Councillor Sturgis reminded the audience that if waste was illegally tipped by contractors/businesses/licensed carriers working for householders then it was the householder's responsibility and action would be taken against them.

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

**60/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs E Blacker (Chairman), Cllr Mrs H Eggleton and Cllr N Puntis

**61/16 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

**62/16 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 5<sup>th</sup> November 2016. **Cllr Ms R Banyard proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

**63/16 PLANNING** Prior to the consideration of the Planning Applications the Council provided the opportunity for Applicants and their Representatives and interested parties to address the Council.

**a. Planning Applications:**

- a) 16/05101/FUL  
Erection of Permanent Rural Workers Dwelling  
Union Farm, Land Off Ridgeway Lane, Dauntsey SN15 4HW  
For Mr A E and V & J Kidner

The Council was advised that at the Council Meeting held on the 4<sup>th</sup> July 2016, no objections were raised in regards to this proposal and that the Parish Council had been given the opportunity to comment on amended plans by the 4<sup>th</sup> January 2017. No Council Member had raised any objections during the informal circulation process between Meetings and to meet the Wiltshire Council timescale the Clerk had advised Wiltshire Council that the Parish Council had no objections. **(noted)**

- b) 16/05106/FUL  
Erection of General Purpose Agricultural Building (North Barn)  
Union Farm, Land Off Ridgeway Lane, Dauntsey SN15 4HW  
For Mr A E and V & J Kidner

- c) 16/05108/FUL  
Erection of General Purpose Agricultural Building (South Barn)  
Union Farm, Land Off Ridgeway Lane, Dauntsey SN15 4HW  
For Mr A E and V & J Kidner

The Council was advised that at the Council Meeting held on the 12<sup>th</sup> September 2016, no objections were raised in regards to this proposal and that the Parish Council had



been given the opportunity to comment on amended plans by the 4<sup>th</sup> January 2017. No Council Member had raised any objections during the informal circulation process between Meetings and to meet the Wiltshire Council timescale the Clerk had advised, Wiltshire Council, that the Parish Council had no objections. **(noted)**

- d) 16/11448/FUL  
Demolish and Remove six 1950's Masonry Sheds and Replace with 4 Timber Sheds sited within the curtilage of a Listed Almshouse (Resubmission of 16/07525/FUL)  
Almshouses, 4 The Green, Dauntsey SN15 4HY  
For Mr Richard Pearce, Danby Almshouse Charity

The Council was advised that at the Council Meeting held on the 12<sup>th</sup> September 2016 no objections were raised in regards to this proposal. The application had been approved by, Wiltshire Council, on the 2<sup>nd</sup> November 2016. An amended scheme had been submitted and the Parish Council had been given the opportunity to comment on the application by the 2<sup>nd</sup> January 2017. No Council Member had raised any objections during the informal circulation process between Meetings and to meet the Wiltshire Council timescale the Clerk had advised Wiltshire Council that the Parish Council had no objections. **(noted)**

#### 64/16 FINANCE

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

a) **Payments:**

a. Black Nova Designs. gov.uk hosting Inv BND-1808 28.11.16	£ 60.00
b. Playsafety Ltd. Inv 26163 21.10.16	£ 109.20
c. Dauntsey PCC. Graveyard Grass Cutting Donation	£ 200.00

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

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

c) **Council Budget, Budget Proposals and Precept for Year 2017-2018**

The Council considered Budget proposals for Year 2017-2018 together with background advice in regards to future Capital and Revenue spending requirements. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale of 20<sup>th</sup> January 2017. Detailed consideration was given to a forward budget and cost pressures. The Council was mindful of the fact that any increases proposed needed the support of Parishioners who would need to be informed of the reasons for any increase in spending. The Council agreed that there was a need to maintain the Capital Fund by resisting reducing to support the Revenue Account and that, with necessary increases in Revenue Spending there was a need to increase the overall budget by £1,000.00. **It was agreed** to request a Precept requirement of £16,000.00 for the next Council Year. There would be no Wiltshire Council Top Up Grant and the total amount to be received from Wiltshire Council would total £16,000.00. The Approved Budget for the Year is attached to the Minutes. **Proposed Cllr Ms R Banyard, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY**



## 65/16 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) Wiltshire Council Operational Flood Working Group North. The Council noted that a Meeting was held on the 16<sup>th</sup> November 2016 and that a further Meeting was to be held on the 19<sup>th</sup> January 2017, at the Beversbrook Sports Centre, Calne SN11 9FL. Mr Andrew Chapman advised that he was hoping to attend. **(noted)**
- b) Parish Council Vacancy. The Council noted that a Vacancy existed, that the Council could co-opt an eligible applicant, as there was less than 6 months before the Council Elections on the 4<sup>th</sup> May 2017 and that there was a need to advertise the Vacancy in the Parish Pump. **(noted)**
- c) Lyneham and Neighbouring Parishes Forum. The Council noted that the Meeting scheduled to take place on Wednesday 12<sup>th</sup> October 2016 in Hilmarton Community Room had been cancelled. The next meeting date had yet to be decided. The Council had no issues to raise on the agenda. **(noted)**
- d) Wiltshire Council Malmesbury Area Board. The Council noted that an invitation had been received to the "Our Community Matters" conference to be held on Wednesday 11<sup>th</sup> January 2017 at 7.00pm in Malmesbury Town Hall, Cross Hayes SN16 9BZ. Doors would open at 6.30pm and refreshments would be available. No Council member was available to attend. **(noted)**
- e) Brinkworth Earl Danby's School. Lower School Hall Lettings Guidelines 2016. Following the last Council Meeting the Council had written to the School on the 9<sup>th</sup> November 2016. A response had been received on the 17<sup>th</sup> November 2016. Council Members were of the opinion that the matter should be addressed by the Council Chairman and a further update provided at the next Council Meeting. **(noted)**
- f) Ringway Parish Steward Scheme. Notification had been received from Wiltshire Council that the Parish Steward, Mr Mark Pellow, would visit the Parish again on the 16<sup>th</sup> January 2017. Cllr Mrs R Gregory had made a link with the Parish Steward and would be meeting him when necessary to discuss and agree works. Mr Malcolm Beaven was the Wiltshire Council Local Highways Manager **(noted)**
- g) Wiltshire Council Footpath Diversion Order. (part) Footpath DAU4. The Council had received a report at the 12<sup>th</sup> September 2016 Council Meeting that the Parish Council had been consulted on a proposed diversion at Mead House, Sodom Lane. The Council had no objections in principle but had suggested a slight amendment to the route being proposed, which at that time was being considered by Wiltshire Council Rights of Way and the applicant. The Parish Council had now been notified that the suggestions made had not been acceptable to the applicant and the Diversion Order had now been made, which would include the erection of signage. As the Footpath linked to other routes the Parish Council would ensure that the route was maintained. **(noted)**
- h) Wilts & Berks Canal Trust. The Council noted receipt of the "On the Button" December 2016 and January 2017 Newsletters. **(noted)**
- i) Foxham & Lyneham Branch Wilts & Berks Canal Trust. The Council was advised that it was likely that Officers would soon be elected to fill vacant roles, which would allow the local Branch to be re-formed. The Council welcomed this news. **(noted)**
- j) Community First. The Council noted receipt and considered a letter, dated 7<sup>th</sup> December 2016, in regards to changes in Governance procedures. Having regards to the best interests of the Organisation the Council had no adverse comments to make on the proposals. **(noted)**



- k) Lyneham and Bradenstoke Parish Neighbourhood Area. Since the last Council Meeting a number of Parishes that had previously been part of the North East Wiltshire Villages Neighbourhood Plan proposals had received Designation as a separate Neighbourhood Area, including Broad Town, Clyffe Pypard, Lydiard Millicent, Lydiard Tregoze and Tockenham. Of particular interest to the Parish Council was that Lyneham and Bradenstoke Parish had received Designation as a Neighbourhood Area on the 6<sup>th</sup> December 2016 and would now be producing their own Neighbourhood Plan. **(noted)**
- l) St James the Great Church, Dauntsey Parochial Church Council. The PCC had submitted a request, 2<sup>nd</sup> December 2016, for a Council donation towards the upkeep of the Graveyard for the year 2016. The request had provided no information in regards to PCC bank account finances and specific costs relating to the Graveyard. The Closed Graveyard, was maintained by Wiltshire Council. Information had now been received that the average cost over the last 3 years was £510.00 per year, carried out by a local resident, and that should no donation be made the cost would have needed to be covered by the voluntary congregation donations, plus any fundraising events, such as Dauntsey Feast. The Council considered the request **and agreed that** a donation of £200.00 should be made. **Proposed Cllr Mrs R Gregory, seconded Cllr Ms R Banyard and RESOLVED UNANIMOUSLY**
- m) Buckingham Palace Garden Party 23<sup>rd</sup> May 2017. WALC had invited the Council to submit nominations to enter the draw taking place on the 25<sup>th</sup> January 2017. Council Members considered that Cllr Mrs E Blacker, as Council Chairman, and former Councillor Mrs E Thompson, as a retired Member, together with their respective Guests should be entered into the draw. **(noted)**
- n) Community First – External Xmas Review. The Council noted receipt of Newsletter 2016. **(noted)**
- o) Wiltshire Council. Briefing Note No 315. The Council noted receipt of Briefing Note No 315 in regards to the Wiltshire Online Programme and Broadband Update. **(noted)**
- p) Wiltshire Council. Briefing Note No 316. The Council noted receipt of Briefing Note No 316 containing Guidance in regards to the Management of Council business during the pre-election period to 4<sup>th</sup> May 2017. **(noted)**
- q) Wiltshire Council. Draft Wiltshire Playing Pitch Strategy and Wiltshire Open Space Study Community Area Profiles – Consultation. The Council noted receipt and considered the Consultation, which made no mention of the Dauntsey Recreation Ground. **It was agreed that** the Wiltshire Council should be advised of this. **(noted)**
- r) Wiltshire Council. Temporary Closure of B4069 Main Road (Part) Christian Malford and Sutton Benger. The Council had been notified of the intended closure on the 13<sup>th</sup> February 2017 for two days. **(noted)**
- s) Police and Crime Commissioner Consultation. The Council had been notified of the Consultation ending on Friday 27<sup>th</sup> January 2017. The Consultation related to the Draft Police and Crime Plan for 2017-2020 and a proposed increase in Precept of 1.9 per cent. The Council wished to make no comment but considered that individual responses were appropriate. **(noted)**
- t) Community Policing Update – January 2017. The Council noted receipt of the Malmesbury Community Policy Team Update. Although the circulation email asked questions the Council had no views to make other than it would be appreciated if an Officer could attend an occasional Council Meeting or the Annual Parish Meeting **(noted)**

## 66/16 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 had still to be prepared. **(noted)**
  - iii) Rospa Inspection 2016. It was confirmed that Sovereign had accepted that the remedial works were their responsibility and were covered under the guarantee. They had indicated that works would be completed during week ending 13<sup>th</sup> January 2017. **(noted)**
  - iv) Transfer of Community Asset. Since the last Council meeting Wiltshire Council had advised that ownership issues had now been resolved and the matter could now proceed. Wiltshire Council had asked if the Parish Council still wished to proceed. The Clerk had confirmed that subject to legal matters being acceptable then they wished to proceed. The Wiltshire Council Officer had suggested that Malmesbury Area Board might have to give their approval to the transfer but that this could probably go hand in hand with the legalities. **(noted)**
- b. **Notice Boards:** No update.
- c. **Flooding Update:** At the request of the Chairman the Council was updated by Mr Andrew Chapman who informed the Council that there was still no progress on matters previously raised with Wiltshire Council. All solutions would require assistance from the Wiltshire Council Operational Flood Group (North). A meeting with Wiltshire Council Officers was still required. The Parish Council thanked him for his continued work. Mr Chapman asked for a copy of the Emergency Plan to be forwarded to him and offered to store the sand/grit and equipment when Cllr N Puntis leaves the Parish. One particular outstanding issue was the open ditch at the rear of the new footpath and storm water drainage of the Great Middle Green Farm development site in general and since the last Council Meeting there had been a suggestion made that the Council could host an open meeting at which residents/owners of development site properties and other interested parties could raise issues and share views and agree a forward plan. The Council had a Planning Meeting scheduled for Monday 6<sup>th</sup> February 2017, which if required was often a short meeting and the Council could use that date for a community meeting rather than wait for the Annual Parish Meeting in April. However, it was noted from the attendance at the Council meeting that there appeared to be no further interest shown and in the circumstances no arrangements for the 6<sup>th</sup> February 2017 were made. The matters, could still be raised by a Parishioner, for discussion at the Annual Parish Meeting. Wiltshire Councillor T Sturgis advised that Mr Simon Smith, the original planning officer had now returned to the northern planning area and was looking at the historic planning files to consider what future actions could be taken. **(noted)**
- d. **Parish/Community Website/Social Media:** No update.
- e. **Quality Council:** No update.
- f. **Asset Register:** No update.
- g. **School Liaison:** No update. Also see Minute 65/16 (e)
- 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:** As part of the Plan there was an emergency mobile phone number facility and from time to time a need to support the Pay As You Go costs. The Council acknowledged that these would be minimal as calls made would only be necessary during emergency situations when landlines were unavailable and that in most cases calls would be inbound from those wishing to contact the Community Emergency Coordinator. **It was agreed that** costs of up to £10.00 would be reimbursed upon presentation of a receipt.
- m. **Defibrillator Project:** No update.

#### 67/16 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. Wiltshire Councillor T Sturgis requested a copy of works requested. **(noted)** The Council noted receipt of the Local Highways (Cllr Mr Whitehead's) December 2016 and January 2017 Newsletters and attachments. **(noted)**
- b. **Rights of Way Improvement Plan:** No new matters were raised. A replacement Community Rights of Way Warden had still not been found and the matter must 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 and Wiltshire Councillor T Sturgis would investigate the present position. **(noted)**

#### 68/16 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Apologies: Cllr Mrs J Cowley advised that should the Planning Meeting scheduled for Monday 6<sup>th</sup> February 2017 be required she would need to give apologies as she would not be able to attend.

Vacancy: The Clerk reminded the Council that the Council could immediately co-opt an eligible and suitable replacement Member and the Vacancy should be advertised in The Pump. However, Council Members should also consider approaching Parishioners to see if they were interested in applying.

No further matters were raised.

#### 69/16 DATE OF NEXT MEETING

The next Meeting of the Council will be **Monday 6<sup>th</sup> March 2017 at 7.30pm.** However, Members noted that a Planning Meeting is scheduled for **Monday 6<sup>th</sup> February 2017 at 7.30pm** should this be required.

Signed:

Chairman, Dauntsey Parish Council      Date: **6<sup>th</sup> March 2017**