

**DAUNTSEY PARISH COUNCIL**  
**DRAFT MINUTES**  
**Council Meeting**

held at 7.30pm following closure of the Annual Council Meeting  
Brinkworth Earl Danby's Lower School Hall, Dauntsey

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

**REMEMBRANCE**

Prior to the commencement of the Council Meeting a period of silence was held to reflect and honour the service to the Dauntsey Parish Council and the community by Mr John Borrás, a former Vice Chairman and long serving Council Member, who had died since the Council last met.

**PUBLIC QUESTION TIME**

There were no Questions raised by Members of the Public

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

There were no Reports received.

**12/17 APOLOGIES FOR ABSENCE**

All Council Members were present.

**13/17 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.

**14/17 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 6<sup>th</sup> March 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 3<sup>rd</sup> April 2017. **Cllr Mrs J Cowley proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

## 15/17 PLANNING

### a. Planning Applications:

There were no planning applications considered.

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

- a) 17/02433/FUL  
Replace Timber Structure with Agricultural Equipment Store  
Corner Farm, Sodom Lane, Dauntsey SN15 4JB  
For Barnes Agricultural Services  
**Approved, subject to Conditions 25<sup>th</sup> April 2017**
- b) 17/00593/OUT  
Outline Application Residential Development of 14 Two Storey Dwellings,  
Single Storey Employment (office) Building and Associated Works  
Land South West of Middle Green Farm, Middle Green Lane, Dauntsey  
SN15 4HY  
For Mr Gavin Hall  
**Refused 25<sup>th</sup> April 2017**
- c) 17/01928/FUL  
Proposed Toilet within Churchyard  
St James Church, Dauntsey SN15 4HT  
For Mr C Jerram  
**Approved, subject to Conditions 5<sup>th</sup> May 2017**

## 16/17 FINANCE

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

- a) **Payments:** Prior to the consideration of the payments Cllr Mrs R Gregory declared an interest in the requests involving Dauntsey Phoenix CIC as she is a Board Member of the Company.

WALC Annual Membership 2017/2018. Inv sub17/18-80	£ 226.76
Dauntsey Vale Link Scheme donation request. 7 <sup>th</sup> May 2017	£ 250.00
Dauntsey Phoenix Grant Application. 4 <sup>th</sup> May 2017	£ 500.00
Community First Zurich Insurance Plc renewal 1 <sup>st</sup> June 2017	£ 449.31
Dauntsey Phoenix. Website-Facebook Pump Advert 17/18	£ 350.00
JD Estate Management. Inv 0417. 28 <sup>th</sup> April 2017	£ 116.00
WC Recreation Ground Lease Inv 90273482. 24 <sup>th</sup> March 2017	£ 135.00 **
Brinkworth Earl Danby's School Room Hire 17/18	£ 93.00
Community First Subscription 17/18	£ 40.00

\*\* This cheque would not be released until the Council was updated on the outstanding Asset Transfer request

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

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

Wiltshire Council (part) Precept 2017/2018 £ 8000.00

- c) **Bank Account Balance**

The Council noted that the Lloyds Bank Account balance at 28<sup>th</sup> April 2017 was £36,663.89

## 17/17 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) Wiltshire Council. Parish and Town Annual Highways Meeting/s. The Council noted that the nearest session would take place on the 17<sup>th</sup> May 2017 at Monkton Park, Chippenham, 7.00 to 9.00pm. Cllr Mrs R Gregory and Cllr Mrs J Cowley volunteered to attend **(noted)**
- b) Dementia Friendly Community Action Planning. The Council had been approached to host a Dementia Friends Session and asked to consider whether Dauntsey should become a Dementia Friendly Community. It was suggested that the Council could host the session after a Council Planning Meeting. **The Council agreed that** arrangements should be made and publicised.
- c) Annual Parish Meeting 2017. The Council noted that the Annual Parish Meeting had been held on Monday 3<sup>rd</sup> April 2017. Issues raised for Parish Council consideration would be considered as a later agenda item. **(noted)**
- d) Wheelbarrow Competition 2017. The Council agreed a donation of £25.00 towards the prizes for this year's competition. **Proposed Cllr N Puntis, seconded Cllr Miss C Blacker and RESOLVED UNANIMOUSLY**
- e) Dauntsey Phoenix CIC Pump Advertisement. The Council noted receipt of letter dated 5<sup>th</sup> May 2017 and Invoice No 277 from Dauntsey Phoenix CIC in regards to re-advertising in the Dauntsey Pump for the next 12 months. The Council agreed that to assist in transparency and to promote the Council, Parishioners should be kept informed through the Magazine, website and Facebook and that the advertisement should be placed for another year. **Proposed Cllr N Puntis, seconded Cllr Miss C Blacker and RESOLVED UNANIMOUSLY**
- f) Wiltshire Council Operational Flood Working Group North. The Council noted that a Meeting had been held on the 22<sup>nd</sup> March 2017 at Trowbridge Rugby Club, Hilperton BA14 6JB and that the next was scheduled for Tuesday 17<sup>th</sup> May 2017 in the Corn Exchange, Devizes. 09:30 to 12:30. Cllr N Puntis would be attending. **(noted)**
- g) Parish Council Vacancies. The Council noted that following the Council Election on the 4<sup>th</sup> May 2017 three Vacancies had existed, that the Council could co-opt eligible applicants and that efforts should be made to fill the positions. One co-option had taken place earlier in the Meeting leaving two Vacancies, which should now be advertised, through community contacts and The Pump. **(noted)**
- h) CPRE Wiltshire Best Kept Village Competition 2017, sponsored by Hills Group. The Council had entered the Competition and as one of the early entries would receive free bags of Hills Warrior Compost. Further details would be provided on collection arrangements. Cllr Mrs R Gregory would collect. **(noted)**
- i) Lyneham and Neighbouring Parishes Forum. Following the cancellation of the meeting scheduled to take place on Wednesday 12<sup>th</sup> October 2016 there had been no further meetings held. The Council suggested that Lyneham & Bradenstoke Parish Council, who had formed the group, should be asked if there was an intention to hold further meetings. **(noted)**

- j) Wiltshire Council Malmesbury Area Board. The Council noted that the next Area Board Meeting was scheduled for Wednesday 31<sup>st</sup> May 2017 at 7.00pm in the Riverside Community Centre, Malmesbury SN16 9JS. Cllr Mrs E Blacker would be attending. **(noted)**
- k) Wilts & Berks Canal Trust. The Council noted receipt of the “On the Button” April and May 2017 Newsletters. **(noted)**
- l) Wilts & Berks Canal Trust. The Council noted receipt of the “Dragonfly” issue 144 Magazine. **(noted)**
- m) Dog Fouling. The Council had recently been reminded, by the Malmesbury Community Engagement Manager, of National Guidance and powers that are available in regards to Dog Control Orders and Community Protection Notices. **(noted)**
- n) Zurich Insurance Renewal 2017. The Council noted receipt of a Community First letter and enclosures, dated April 2017 in regards to the renewal of Zurich Municipal Insurance Policy YLL 272027 8713, renewal date being 1<sup>st</sup> June 2017 **and agreed to** continue the 3 year LTA. **Proposed Cllr Mrs R Gregory, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY**
- o) Dauntsey Phoenix CIC. The Council noted receipt of a letter, dated 4<sup>th</sup> May 2017, and considered a request from Dauntsey Phoenix CIC for a donation towards the publication and delivery of The Parish Pump to every household in Dauntsey Parish. **The Council agreed to** a donation of £500.00. **Proposed Cllr Mrs E Blacker, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY**
- p) Dauntsey Vale Link Scheme. The Council noted receipt of a letter, dated 7<sup>th</sup> May 2017, and considered a request from Dauntsey Vale Link Scheme for a donation towards the service. **The Council agreed to** a donation of £250.00. **Proposed Cllr Mrs E Blacker, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY**
- q) Brinkworth Earl Danby’s School. Lower School Hall Lettings Guidelines 2016. Following alterations to the terms of lettings in regards to use of kitchen facilities the Council had entered into correspondence with the School, being mindful that the Lower School Hall and facilities had been constructed with design and financial input as a community facility. The Council considered the present position and whether the Council wished to pursue the matter further. **It was agreed that** the School should be contacted to express the Council’s continuing concerns, particularly as it appeared that the Dauntsey community no longer supported the facility, the alternative catering arrangements not being acceptable.
- r) Clyffe Pypard Parish. The Council noted that a number of Parishes previously part of the North East Wiltshire Villages Neighbourhood Plan proposals had received Designation as separate Neighbourhood Areas, including Broad Town, Lydiard Millicent, Lydiard Tregoze, Lyneham and Bradenstoke and Tockenham. Clyffe Pypard had now applied for Designation as a Neighbourhood Area and comments had been invited during the consultation period from the 8<sup>th</sup> May until 21<sup>st</sup> June 2017. **(noted)**
- s) 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.

## 18/17 UPDATE ON STANDING ITEMS

- a. **Recreation Field:**
- i) The Recreation Field Working Group had not been formed since the Council Elections in May 2017 and consequently there was no update. **(noted)**
  - ii) The Recreation Field Working Group confirmed that weekly inspections would now be made and that Cllr Miss C Blacker would produce an Inspection Rota. **(noted)**
  - iii) The Council had received no further update from Wiltshire Council in regards to the Recreation Ground Community Asset Transfer. **(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. The difficulties in securing a replacement of the required height, door opening difficulties, etc from a standard catalogue had been noted previously and it had been agreed that perhaps a local fabricator/manufacturer could be approached. Former Cllr Mrs H Eggleton had agreed to investigate with a local source but it was assumed that this would no longer occur. The Clerk had 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, of the Wilts & Berks Canal Trust, had 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. The Clerk advised that she had now confirmed that there was agreement for a joint provision at Dauntsey Lock and that the matter could be investigated further. In regards to the School Notice Board, Cllr Mrs R Gregory would ask Mr Robert Forbes if he could assist. **(noted)**
- c. **Flooding Update:** Cllr N Puntis advised Council Members of recent progress and news. **(noted)**
- d. **Parish/Community Website/Social Media:** There was a need for all Council Members to provide a photograph and short biography for the website. Members would produce the information for the next Council Meeting, when Cllr Miss C Blacker would take photographs. **(noted)**
- e. **Quality Council:** The scheme had now been replaced by the Council Award Scheme of three levels, being bronze, silver and gold, and the Clerk would investigate further with a view to initially applying for at least silver status. **(noted)**
- f. **Asset Register:** No update.
- g. **School Liaison:** No update.
- 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.

## 19/17 ANNUAL PARISH MEETING 2017

The Council considered matters raised at the Annual Parish Meeting held on the 3<sup>rd</sup> April 2017

- a) Bonfire Nuisance. Council considered that a Parish Pump article might assist making reference also to BBQ and horse manure nuisances.
- b) Traffic Speeds. Council considered that the Community Speed Watch Team should seek additional help and understood that there had been two recent recruits
- c) Dauntsey Wheelbarrow Competition 2017 – The Council had agreed to sponsor the Competition earlier in the meeting.
- d) Dauntsey Litter Pick 2017 – It had been agreed that this would be left until 2018.
- e) CPRE Best Kept Village Competition 2017 – Competition entered.
- f) Defibrillator – Would be a valuable asset and discussed earlier in the meeting.
- g) First Aid Training. Council considered that this would be beneficial but would be best left until a final decision on the provision of the defibrillator as this could lead to a joint training event.
- h) Community Footpath Warden. Volunteer still required with the possibility of running on similar lines as the Flooding Wardens. Cllr Mrs R Gregory would approach her community source.
- i) Parish Council Elections. Closing date 4<sup>th</sup> May 2017. Elections now taken place and co-options to Council required which would need to be advertised.
- j) Neighbourhood Plan. Council agreed that they should apply for a Designation so that further consideration could be given to forming a Steering Group.
- k) Affordable Housing – Need and Exception Sites to be assessed. Council agreed to ask Wiltshire Housing for assistance in a survey to update requirements
- l) Dementia Action Alliance. Dementia Friends Session discussed earlier in the meeting.
- m) Peterborough Arms – Community Rooms. Now available for use and Public House possibly opening as soon as July 2017.

## 20/17 HIGHWAY MATTERS

The Council considered the following Highway related matters

- a. **Parish Stewards Programme/ Requirements:** The Council had been advised of the Parish Steward visit dates for June, July and September 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 April and May 2017 Newsletters and attachments. **(noted)**
- b. **Rights of Way Improvement Plan:** No matters were raised. A replacement Community Rights of Way Warden had still not been found and Cllr Mrs R Gregory would approach a Parishioner. The possibility of having Area Wardens, similar to Flood Wardens could be considered. **(noted)**
- c. **Highway Conditions and Maintenance:** No new matters were raised. There was no update on the replacement Sodom Lane sign, although there was a suggestion that signage was no longer a Wiltshire Council priority and that a replacement may not be provided. **(noted)**

**21/17 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

The issue of what appeared to be an abandoned car parked outside of the School was raised that had recently had its' rear window smashed. Evidently the vehicle was taxed and insured and could be kept legally on the public highway.

**22/17 DATE OF NEXT MEETING**

The next Meeting of the Council will be **Monday 3<sup>rd</sup> July 2017 at 7.30pm**. However, Members noted that a Planning Meeting is scheduled for **Monday 5<sup>th</sup> June 2017 at 7.30pm** should this be required.

Signed:

Chairman, Dauntsey Parish Council

Date: **3<sup>rd</sup> July 2017**