

DAUNTSEY PARISH COUNCIL

ORDINARY MEETING HELD 23 MARCH 2009

Present: Councillor V A Vines MBE (Chair) and Councillors N Barnicoat, Mrs. E Blacker, A Chapman, P Potter and C Smith.

Also present: 6 members of the public.

The notice of the meeting had been given in accordance with Schedule 12 para. 10(2) of the Local Government Act 1972.

PUBLIC QUESTION TIME

Sheila Wade raised the issue about chevrons in Sodom Lane, Cllr Chapman informed the meeting that he had chased this up and thought this should be resolved by the end of this week.

Sheila Wade also raised the issue of the possibility of arranging a "litter picking" day to assist towards the 'Best Kept Village of the Year' competition. Cllr Vines suggested that this should be mentioned in the Dauntsey Pump magazine and emphasized that this would be up to the community to organise. Following discussion it was agreed despite reservations that the Parish Council should enter the Village/Parish into this year's competition. Cllr Vines would complete and submit the necessary paperwork.

Sheila Wade reported that the weed killing/spraying had been completed at the recreation Ground.

Theresa Chapman raised the issue of the Brinkworth Earl Danby's School Representative and that it was evident that within the last 2 years the Representative had not attended any Parish Council meetings. Theresa was very unhappy with this poor attendance and suggested that maybe a new School Governor Representative should be chosen. Cllr Vines commented that he was just as disappointed with the lack of attendance and said that this is something he will look into, but did also mention that the poor attendance may possibly be down to the fact that the dates and times of the Parish Meetings were not communicated to the representative. The position was a Joint Appointment with Brinkworth Parish Council and that he would enquire as to when the term of office ended.

REPORTS FROM COUNTY & DISTRICT COUNCILLORS

Cllr. Vines reported Cllr Toby Sturgis was unable to attend the meeting but had sent a NWDC written report. This was read to the meeting.

17/09 APOLOGIES – were received from Cllr. A Bond, Cllr. Mrs. Soden (WCC), Cllr. T Sturgis (NWDC)

18/09 APPOINTMENT OF PARISH CLERK & RESPONSIBLE OFFICER

Danielle Crawford was introduced to the Meeting and the Council wished her a long, happy and successful future in the role. The Clerk's Contract and Job Description was signed by Danielle and by Cllr V Vines on behalf of the Council.

19/09 DECLARATION(S) OF INTEREST

Cllr Mrs E Blacker had previously recorded a Declaration of Interest in regards to her appointment as Administration Officer of the Malmesbury & The Villages Community Area Partnership.

Cllr. C Smith declared an interest in regards to Agenda Item 7 (g) Ministry of Justice Burial Act 1853 – Application for the Closure of St James The Great Churchyard.

20/09

MINUTES

Members had previously been circulated with the Minutes Cllr. A Chapman proposed, Cllr. Mrs. Blacker seconded and unanimously

RESOLVED:

To receive, approve and sign as a true record the Minutes of the Parish Council Meeting held 20th January 2009

Members had previously been circulated with the Minutes Cllr. Chapman proposed, Cllr. Mrs. Blacker seconded and unanimously

RESOLVED:

To receive, approve and sign as a true record the Minutes of the Planning Meeting held 19th February 2009

21/09

PLANNING

Applications – Consideration was given to the following Planning Applications

09/00441/LBC

Internal Alterations; Removal of Lean-To and Conversion of Part of Boiler Room to an Office and Associated External Works at Brinkworth Earl Danby's School, The Green, Dauntsey SN15 4HY for Brinkworth Ear Danby's School

Cllr. Potter proposed, Cllr. Smith seconded and unanimously

RESOLVED:

That the Parish Council has no objections subject to the new oil storage tank not being installed underground and installed in a safe and well screened position.

22/09

FINANCE AND ADMINISTRATION

Schedule of receipts and invoices for payment

Receipts

There were no receipts to report

Payments

a) Harry Stebbing Workshops Invoice 1043	£20.70
b) Brinkworth Earl Danby's School Invoice LS34	£66.00
c) Brinkworth Earl Danby's School refundable deposit	£100.00
d) Community First CiLCA Training Day	£50.00
e) Community First Parish Plan reimbursement	£783.00
f) WCC Recreation Field Lease Invoice 11.02.09	£35.00
g) Society of Local Council Clerk Annual Membership	£66.00

Proposed Cllr. Mrs E Blacker seconded Cllr. V Vines and unanimously

RESOLVED : That the payments are approved.

The Council noted that, as at 28 January 2009, the Lloyds TSB Parish of Dauntsey (Sheet No 138) Balance was £6,868.68.

23/09

CLERKS REPORT

The Council noted items that had been received for circulation and for future discussion and matters arising and updates from previous meeting/s that were received by the meeting date

- Consultation: Communities in Control/Code of Practice on Local Authority Publicity – response sent on 12th February 2009. **Noted**
- Consultation: Malmesbury & Villages Community Partnership Community Plan Update 2009-2013 – response sent on 12th February 2009. **Noted**
- Questions from Mr D J Swainson on the Parish Council Budget 20th January 2009 – response sent on 3rd March 2009. **Noted**

- d) Planning Application 09/00109/FUL Temporary Dwelling Woodside Farm Field 3262 Idober Lane Dauntsey for Embling Forestry – observations sent 21st February 2009. **Noted**
- e) Planning Application 09/00194/FUL Listed Building Application 09/00193/LBC Extension to Dwelling Homefield Barn Dauntsey for Mr R Davies - observations sent 21st February 2009. **Noted**
- f) Security Floodlight at Old Dairy Farm Swallett Gate Dauntsey – Update. Cllr Vines reported that he had spoken to Mr D Gibbs who had advised that the floodlight was to assist his CCTV cameras over his yard. Mr Gibbs had agreed that he would try to alter the light as far as he could to try to alleviate the glare situation. **Noted**
- g) Ministry of Justice Burial Act 1853 – Application for the Proposed Closure of St James The Great Churchyard, letter dated 23.01.09 – The Council considered the proposal and agreed that no objections should be raised to the Closure. **The Clerk was instructed to write to the Ministry Of Justice confirming this.** Proposed Cllr Mrs E Blacker, seconded Cllr V Vines and unanimously **RESOLVED.**
- h) Parish Plan (Remaining Funds) – The Council was updated on recent meetings held between representatives of the Parish Plan Steering Group, the Parish Council and Community First. An agreement had been reached between all parties and a sum of £783.00 would be returned to Community First. It had been agreed that the remaining funds in the Parish Council Account could be retained for Parish Plan initiatives. The Parish Council agreed that this was an acceptable outcome and would show the funds in their accounts accordingly. Proposed Cllr C Smith, seconded Cllr V Vines and unanimously **RESOLVED**
- i) Recreation Field Lease – Update. Notification had been received from the WCC on the 19 March 2009 that WCC Solicitors had been instructed to prepare legal documentation on the basis of 7 years to pay instead of the original 5 year proposal. **The Council agreed** that this was good news but requested that the issue of the condition of the bridge should be raised at the appropriate time. Cllr V Vines agreed to check the present lease, when available, to see if the bridge was included in the area leased by the Council.
- j) Great Middle Green Farm Development Appeal Hearing 10th March 2009 – Update. The Hearing had now taken place. Cllrs V Vines and A Chapman reported to the Council. The NWDC case had been prepared by an external consultant. The consultant did not appear to have a good background knowledge of the site and ongoing issues and the Parish Council and Mr A Collins were able to provide valuable additional information. As well as considering the visual aspect of the proposals and the affect on the Section 106 Open Space the Appeal Inspector had queried the technicalities of the stormwater drainage and had asked the developer to provide additional technical details before any decision could be made. It was noted that from comments made by the Developer at the Hearing it appeared that there was still no commitment to provide the public footpath across the frontage of the Section 106 Open Space. It was also noted that there was a possibility that even if the Developer was to win the Appeal there would be a need to change the Section 106 Agreement to allow the work to proceed. Cllr Mrs E Blacker informed the Council that she had contacted the GMG Site Agents to advise them that there were outstanding planning issues on the site and that being unaware of this they were now checking into matters.
- k) OS Mapping – OS Contractor Licence/WCC sub-licence to Parish Council – Cllr A Chapman reported to the Council on the agreement that could be reached with the WCC to enable the Parish Council to use OS Mapping software for the benefit of the Parish. Christian Malford Parish Council had already been granted a sub-licence and it was a sensible thing for the Dauntsey Parish to have the software as this would assist their joint work with the WCC and other Agencies. It was agreed that the software would be loaded on to Cllr A Chapman's home computer, as the Council's Parish Drainage Board Representative, to be used strictly for the benefit of the Parish and to be subject to Auditors Inspection. Cllr V Vines signed the

necessary documentation on behalf of the Council. Proposed Cllr A Chapman, seconded Cllr P Potter and unanimously **RESOLVED**

- l) The WCC One Council Implementation Executive decision 26 Feb 2009 on Role and Support for County/Remaining District Councillors in Pre-Election Period was **Noted**
- m) WCC Letter 10.02. 2009 – Parish Steward Programme cancelling Feb 2009. **Noted**
- n) WCC Letter 5.03. 2009 – Parish Steward Spring Programme Dauntsey visits programmed for April 2nd and June 4th. **Members were requested to advise Cllr P Potter of any works required.**
- o) January 2009 Environment Agency letter enclosing Flood Risk Management Calendar 2009 (photo of Dauntsey April 2009). **Noted and to be circulated.**
- p) Foxham & Lyneham Branch of Wilts & Berks Canal Trust Minutes of 13th January 2009 and No 111 Winter 2008/9 Dragonfly Magazine. **Noted**
- q) CLG letter 6th January 2009 confirming North Wiltshire Parishes Order 2008 and covering letter from Wiltshire Electoral Services. **Noted and to be circulated.**
- r) CPRE Letter 16th January 2009. Invitation to enter Best Kept Village 2009 Competition, closing date for entry Wednesday 1st April 2009. Following the discussion during the Public Question Time at the start of the meeting it was agreed that the Parish Council would enter the Village/Parish. Cllr V Vines would complete the necessary paperwork.
- s) WCC Letter 16th March 2009 – Health Services in Wiltshire Pointing People in the Right Direction – Advice & Liaison Service Contacts. **Noted and to be circulated.**
- t) WALC Newsletters February 2009 and March 2009. **Noted and to be circulated.**
- u) WALC Booking Form for Training Day for New Councillors Sat 4th April 2009 at Sutton Benger Village Hall, Sat 25th April 2009 at Durrington Village Hall. **Noted. No action**
- v) WALC Booking Form for Accounting Issues for Parish Councils Tuesday 17th March 2009 at Assembly Rooms Town Hall Devizes. **Noted. No action**
- w) WALC Booking Form for Get Involved (Young People) Sat 7th March 2009 (event already held). **Noted. No action.**
- x) Wiltshire Link Scheme Circular – The Link Project. **Noted** that the Parish Link Scheme was already in place.
- y) SLCC/WALC Booking Form for Continuous Professional Development 2009 – Cemetery Management Friday 31st July 2009. **Noted. No action**
- z) NALC Legal Briefing – Power to Promote Well Being Order 2008 for Parish Councils. **Noted and to be circulated**
- aa) February 2009 Town & Parish Standard Newsletter Issue 4. **Noted and to be circulated**
- bb) March 2009 Issue 62 Clerks & Councils Direct Magazine. **Noted and to be circulated**
- cc) WCC Winter 2008/2009 Wiltshire Wayfarer Rights of Way Newsletter. **Noted and to be circulated**

24/09

UPDATE ON STANDING ITEMS

Recreation Field /Equipment Update

There were no matters to update other than to confirm that the disabled play equipment (roundabout) had been purchased and delivered and now needs installing. It was confirmed that the position of the equipment had been agreed and that Cllrs P Potter and N Barnicoat would install the equipment, hopefully before the next Council Meeting if the weather conditions allowed.

Notice Boards Update

The Council thanked Sheila Wade and Greenscape for erecting the 3 new notice boards. A list of key holders would be produced and placed in each. Since the Notice Boards had been erected some Parishioners had raised concerns regarding the need

and siting of the Boards despite the fact that the Parish Plan had indicated that Notice Boards in all parts of the Parish would allow all Parishioners to be informed of Parish activities and news. Also that the Council Minutes and Dauntsey Pump had informed parishioners that additional notice boards were being erected. There was no adverse comment regarding the new board erected in Sodom Lane. A resident in the Dauntsey Park/Church Lane area had suggested that there was no need for a notice board in that area bearing in mind there is the Parish Magazine and the website and would it not be better to replace the Church Notice Board, volunteering to move the new board to that position. The Council discussed this issue and **confirmed that the new notice boards** are intended to be Parish Notice Boards for the benefit of the whole community and not for a specific organisation. The Chairman had received phone calls from Mark Buckle, the occupant of 1 St James who wished to complain about the siting of the new notice board adjacent to his entrance drive. Matters of concern were that the sign added to the poor visibility towards Swallett Gate, the boggy ground conditions, that people were parking on his driveway to view the board and to place things in the board and that people were knocking at his door to find out who had a key to gain access. Cllr C Smith had received a letter from Gina Compton writing on behalf of some concerned residents regarding the siting of the new board to ask for the position to be reviewed and a suggestion made that the site of the former telephone box would be more appropriate. It was noted that the Council's original intention was to erect the new notice board adjacent to the Royal Mail collection box but unfortunately underground services had prevented this. The most convenient position had been chosen to avoid blocking residents views to the Lyneham Banks hillside and be visible for the whole community. Discussion centred on the need to retain the new board in a position that the whole community could see easily, and not just St James, but the Council acknowledged that there was some local concern at the siting. A suggestion was made that the residents of St James might be written to asking for their views but the concern was that this might reflect personal interests rather than whole Parish interests. The possibility of re-siting on the opposite side of the road was discussed which might be a precursor to the provision of a bus shelter and Cllr P Potter advised that there may be a possibility of acquiring a bus shelter from an adjacent Parish Council. Cllr Potter was asked to investigate this further. The Council noted the concerns expressed and, without prejudice, agreed to investigate alternative positions for the notice board. Cllr C Smith would inform the local residents of the Council's views.

Flooding Update

Cllr A Chapman updated the Council on DPC Drainage Board progress since the last Council Meeting. Ditch clearance in several locations, including Church Lane and Idoer Lane had shown good results. Other major ditch clearance works have been promised later this summer. It was reported that that last NWDC Flood Working Group had taken place on 20th March 2009 due to the demise of the NWDC. It was to be hoped that the new Wiltshire Council would put in place similar arrangements as the regular meetings between Agencies and Parishes had been extremely useful. Updates were also given on the likely date for the Vactor jetting machine and camera to visit the Parish, GMG Farm Development and Field 6970. Cllr Chapman provided a Written Report, which was circulated at the Meeting.

Website Update

Jane Oddy was unable to attend the Meeting to update Members and in her absence Cllr Vines advised that the Steering Group had met and agreed that, as Jane was unable to regularly update the website because of work commitments, the Steering Group Members had agreed to update their areas of the website on a regular basis.

Quality Council Update

Cllr Vines advised that despite progress towards this qualification over the last 18 months and the Council's continued commitment to gaining the status, because the

Council did not now have a qualified Parish Council Clerk it would not be possible to pursue the qualification until the Council's new Clerk had the required qualifications. The Council had agreed to fund aspects of training to allow the Clerk to become qualified as soon as possible. In the meantime the Council's policies and working practices would continue to follow Quality Status guidelines.

Asset Register Update

Cllr Vines advised that the Asset Register was still with the former Clerk and would be collected, together with all Council files, in early April by Cllr A Bond. The Register had been regularly updated during the past 18 months or so and the Council would look at the Register at their next Meeting to review the position, particularly as new play equipment and notice boards had now been installed.

School Governor's Report

There was no Report available. The School Governor had been notified of the date of the Council Meeting and had been offered the chance of submitting a written report if unable to attend. The School Governor has also been advised of the date of the Annual Parish Meeting. The Public Question raised at the commencement of the Meeting was noted and Cllr Vines would contact the School Governor to ensure a Report was available and to check on the remaining term of office.

25/09

FREEDOM OF INFORMATION – ADOPTION OF PUBLICATION SCHEME

Members had been circulated with details of the Model Scheme, which replaced previous schemes on the 1st January 2009. There was an assumption under the Act that Councils would adopt the Scheme. There were detailed issues to be resolved regarding charges to be made for providing information and publication of information and it was agreed that a Sub Group would look at the details and report back to the Council with recommendations. In the meantime it was agreed that the Model Scheme would be adopted and that the Council would naturally comply with all requirements. The Sub Group membership would be Cllrs V Vines, A Chapman and A Bond. Proposed Cllr N Barnicoat, seconded Cllr A Chapman and unanimously **RESOLVED**

26/09

HIGHWAY MATTERS

Parish Stewards Programme/Requirements

Next visits 2nd April & 4th June. Members were reminded to forward information to Cllr P Potter who was the Council's link with the Steward.

Rights of Way Improvement Plan

No update available. It was noted that the OS Mapping software may assist in identifying rights of way.

Highway Conditions and Maintenance

It was noted again that significant work was required to reinstate the road and potholes between Dauntsey and Brinkworth. Further lobbying for these works would be required to ensure a continuing maintenance programme as damage was still being done to vehicles. Concern was expressed regarding the condition of roads and verges in central village locations and in Olive Mead Lane as a result of work being carried out at Olive Mead Lakes. There was also concern that works being carried out at Olive Mead Farm also added to the problems. It was understood that Church, the contractor, had accepted responsibility for the damage and that they would reinstate damage on completion of works. This was a cause of concern as, due to the economic downturn, the works were expected to take longer than originally envisaged which could lead to any reinstatement works being delayed. Cllr A Chapman agreed to raise the issues with the Church Site Manager to try to achieve a more prompt solution.

27/09

COUNCILLORS REPORTS AND ITEMS FOR NEXT MEETING

Cllr. Mrs E Blacker advised that having been appointed Administration Officer of the M&VCAP there would be a need for a new Parish Representative. This external position would be agreed at the Council's Annual Council Meeting in May, when all external positions are reviewed. It was noted that, the Representative need not be an Elected Member of the Parish Council. It was agreed that information should be published in the next edition of the Dauntsey Pump to see if there were any volunteers from the community.

Cllr Mrs E Blacker advised that there would be a M&VCAP Community Event on the 25th April 2009 in Malmesbury Town Hall where interested community organisations could set up a table, for free, to promote their interests.

Cllr N Barnicoat advised the Meeting that he understood that the inside lane areas of the M4 Motorway, either side of the Parish had been surfaced in "quiet tarmac" and reminded all that the Highway Agency had agreed that new surfacing through this Parish would be in the quiet material.

Cllr N Barnicoat raised the issue of the number of caravans/mobile homes being sited and used for residential purposes at Old Dairy Farm, Swallett Gate and whether there was a need for enforcement of planning regulations. Cllr V Vines confirmed that he was aware that NWDC Enforcement Section were already investigating the matter.

Cllr C Smith asked whether it was now appropriate for the notice board situated in his front garden could now be removed. It was confirmed that he could remove and destroy the notice board following removal and placement of any up to date notices in the new notice board at St James.

28/09

DATE OF NEXT MEETING

Having been advised that the Lower School Hall was not available on Monday 11th May 2009 it was agreed that the **next Full Council Meeting** will now be held on **Tuesday 12th May 2009** preceded by the **Annual Parish Council Meeting** commencing at 7.30pm. It was noted that the **Annual Parish Meeting** would be on **Tuesday 28th April 2009** commencing at 7.30pm preceded by a planning meeting of the Council if required. Members would be given Notice if the planning meeting is needed.

Councillor: Vivian A Vines MBE
Chairman

Signed: *Vivian Vines*

Date: 12.05.2009