

# DAUNTSEY PARISH COUNCIL

[www.dauntseyparishcouncil.gov.uk](http://www.dauntseyparishcouncil.gov.uk)

8<sup>th</sup> May 2024

Dear Councillor,

You are summoned to a **Meeting of the Dauntsey Parish Council**, to be held on **Monday 13<sup>th</sup> May 2024** commencing at **7.30pm** or on the closure of the **Annual Council Meeting** in the **Brinkworth Earl Danby's Lower School Hall, Dauntsey**. The Press and Public are welcome to attend the Meeting.

Yours faithfully,

*Vivian Vines*

Vivian A Vines MBE SLCC

## FULL COUNCIL MEETING

(Agenda Items for decision are marked as such)

**NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

**PUBLIC QUESTION TIME:** an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

**REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES:** an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

## AGENDA

1. **APOLOGIES:** To receive and agree Apologies from Council Members. **(to note) (For Decision)**  
Apologies have been received from Cllr G Wood and Cllr Mrs D Wood.
2. **DECLARATIONS OF INTEREST:** To note any Declarations of Interests in accordance with Dauntsey Parish Council's Code of Conduct and Standing Orders including any Dispensations required under the Code of Conduct. **(to note)**
3. **MINUTES:** To receive and sign as a true record the Minutes of the Council Meeting/s held on:
  - i) Parish Council Meeting held 4<sup>th</sup> March 2024. **(see attached Draft Minutes) (For Decision)**
  - ii) Parish Council Planning Meeting held 8<sup>th</sup> April 2024. **(see attached Draft Minutes) (For Decision)**
4. **COUNCIL MEMBER VACANCY:**

Following the resignation of a Council Member and proper procedure there was no requirement to hold a Council Election. The Wiltshire Council gave authority for the Parish Council to fill the position by co-option. The Council has advertised the Vacancy and can co-opt an eligible person to serve until the next Council Elections scheduled for May 2025.

To consider and to agree to fill the Casual Vacancy. There will be a need for the completion of a Declaration of Acceptance of Office before anyone can take up the position. **(to note) (For Decision)**

## 5. PLANNING:

**Planning Applications:** To make observations on planning application consultations received. Prior to the consideration of each Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

There are no planning applications to consider at the time of Agenda publication. **(to note)**

**Planning General:** To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications. To receive notification and consider any other Planning related matters, including updates on any Planning Applications that have not yet been determined and Planning Appeals.

- a) PL/2023/09523 – Householder Application  
Car Port with Storage Over  
The Barn, Sodom Lane, Dauntsey, Chippenham SN15 4JA  
For Mrs Jean Davies **Withdrawn by applicant 4<sup>th</sup> April 2024**
- b) PL/2022/08858 – Full Planning Permission  
Erection of Car Port, Indoor Gym, with Associated Shower Room, WC and Games Room.  
Change of Use of Land outside of Residential Curtilage and Installation of Swimming Pool and Entrance Gates and Piers (Retrospective)  
1, Swalletts Gate Cottages, Dauntsey SN15 4HQ  
For Mr David Porter **Refused by Wiltshire Council 9<sup>th</sup> April 2024**

There are no further planning matters to report at the time of Agenda publication. **(to note)**

## 6. FINANCE: To note any financial matters, any receipts and payments made

- a) Payment/s made since the last Council Meeting **(to note)**

Information Commissioner. Data Protection Fee 24/25	29.03.24	£ 40.00
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- b) Payments to be made **(see attached) (For Decision)**

Greenscape Services Ltd. Grass & Weed contract. Inv. SI-16747	20.04.24	£ 274.04
WALC. Subscription 24.25 Inv SUB 4/25-80	01.04.24	£ 243.60
Dauntsey Phoenix CIC. Advert in The Pump Magazine	06.04.24	£ 350.00
Community First. Membership Fees 24/25		£ 40.00
Woodworking Solutions. Recreation Ground post replacement. Inv 331	09.05.24	£ 420.00

- c) Receipts: There has been the following receipt since the last Council Meeting. **(to note)**

Wiltshire Council BACs Precept 24/24 (Tranche 1)	19.04.24	£ 11,750.00
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- d) To note Bank Account Balance/s: **(to note)**

Lloyds Account No. 02333109	19 <sup>th</sup> April 2024	£ 75,955.18
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- e) Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2024

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31<sup>st</sup> March 2024. The Parish Council exceeds those limits this year and the Parish Council needs to complete the Annual Governance process with both the External Auditor and the Internal Auditor and publish on the Parish Council website within the required timescales. There is a need to publish the Period for Public Rights of Inspection as in previous years.

The Annual Return Part 3 documents are circulated for information and need to be completed and signed where appropriate by the Clerk and the Chairman.

The Annual Internal Audit Report (Page 3) is completed by the Internal Auditor. The Council needs to approve the Section 1 Annual Governance Statement (Page 4) by answering Yes (if agreed) in the 8 tick boxes. Question 9 is N/A. The Section 2 Accounting Statement (Page 5) is completed and signed by the Clerk and Chair. **(see attached) (For Decision)**

- 7. CLERKS REPORT:** To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s
- a) **Autospeedwatch Devices.** To consider any updates, data recorded, including any further requirements and actions, including reporting. **(to note) (For Decision)**
  - b) **Speed Identification Devices (SIDs).** To consider any updates and any further requirements and actions. **(to note) (For Decision)**
  - c) **Wilts & Berks Canal Trust.** The Council was advised that a Branch Meeting would be held on Tuesday 16<sup>th</sup> April 2024 at The Rachel Fowler Centre, Melksham. The Agenda and Management Reports were circulated. **(to note)**
  - d) **Wilts & Berks Canal Trust.** The March and April 2024 online editions of the "On the Button" Magazine have been received and circulated. **(to note)**
  - e) **Wilts & Berks Canal Trust Melksham, Calne & Chippenham and Foxham and Lyneham Branch AGM.** The Council has been invited to the 2024 AGM to be held on Tuesday 16<sup>th</sup> July 2024 at 7.45pm at The Rachel Fowler Centre, Melksham. The Agenda and Reports will be circulated nearer the event. The AGM is to be followed by a Branch Meeting. **(to note) (For Decision)**
  - f) **Parish Council Database.** To consider any updates, including any further requirements and actions. **(For Decision)**
  - g) **Local Highway and Footway Improvement Group (LHFIG).** The last Meeting was held on the 23<sup>rd</sup> April 2024 held via TEAMS and the agenda and details, including the link, were provided and the Action Tracker has been received and circulated. The next Meeting is scheduled for the 2<sup>nd</sup> July 2024. **(to note) (For Decision)**
  - h) **Highway Fingerpost Direction Sign/s.** To receive any updates. **(to note)**
  - i) **Wiltshire Council – Notification of Temporary Road Closures.** To receive any updates on the closure of the B4069 (Part) from its junction with Hollow Way, Bradenstoke to its junction with the B4122. **(to note) (For Decision)**
  - j) **Parish Award Scheme 2024-2025** The 2023-2024 Awards were presented at the Annual Parish Meeting. Some of the categories had no nominations and there was little interest from the Parish. However, those in attendance at the APM suggested that more publicity was required and perhaps a public event/social evening (the Oscars and Golden Globe Awards being mentioned) would be more of an attraction rather than the Annual Parish Meeting. The Council need to consider whether they wish to continue with the Scheme and who should become the Lead Member or to perhaps hand over to volunteers who wish to increase the profile and organise in a different way . **(For Decision)**
  - k) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 28<sup>th</sup> March 2024. To receive any reports and updates and any actions required. **(to note) (For Decision)**
  - l) **D-Day 80 Anniversary – 6<sup>th</sup> June 2024.** The Council was advised of the proposals for Councils and communities to use the occasion to pay tribute to the many thousands that made sacrifices to ensure freedom being enjoyed today. This can involve lighting Beacons or developing a Lamp Light of Peace and ringing of Church Bells. The Council deferred consideration until community views were known and would seek views at the Annual Parish Meeting. There was no interest shown at the APM from attendees. **(to note) (For Decision)**
  - m) **Wiltshire Council - Briefing Note 23-34.** The Council received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids were to be submitted by Friday 15<sup>th</sup> December 2023. **(see attached) (to note) (For Decision)** \* It was agreed that as this was a yearly invitation the Council use the next 10 months (from January 2024) to consider proposals in readiness to submit.
  - n) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council having received a formal invitation to enter the Competition, agreed to seek the views of the community at the Annual Parish Meeting. Those in APM attendance suggested that as it was a free

- entry then an entry should be made and that this might produce some enthusiasm to improve the Parish. The Clerk has submitted an entry. **(to note)**
- o) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** The Council will be aware that at the last Council Meeting they were advised that with changes in the targeted operating model, all Neighbourhood Policing Teams in Wiltshire sit under Chief Inspector of Neighbourhood Policing, James Brain. His intention was to hold two NCPFs a year, one in April and another in November. The first of these was 1900-2030hrs on Wednesday 17<sup>th</sup> April 2024. These will not replace contact with local teams but will provide an opportunity to come together for him to provide updates. The Meetings are split into two sections. The first being a presentation followed by questions and answers. The opportunity exists for questions on the night but pre-submitted questions are welcomed. The Meetings are virtual using Microsoft Teams and with likely numbers he was looking for just one representative from each Parish Council. Queries and questions can be submitted to Inspector Peter Foster at [peter.foster@wiltshire.police.uk](mailto:peter.foster@wiltshire.police.uk) The link to the first NCPF was provided and there are reports that the first session was well attended. The Council should consider attendance to be fully briefed on local Policing matters. **(to note) (For Decision)**
  - p) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council was previously notified of a new interactive platform that helped people find out what life is like in their Community Area. There was a survey for feedback ending 7<sup>th</sup> May 2024. Council Members were reminded to take part. **(to note)**
  - q) **Wessex Community Energy Network – Engaging with the Local Community.** The Council has been advised of this in person network meeting to be held on Thursday 16<sup>th</sup> May 2024 10.00 – 13.00 at County Hall, Trowbridge. Details and the Agenda have been circulated **(see attached) (to note) (For Decision)**
  - r) **Wiltshire Council - Briefing Note 25-06.** The Council has received a Briefing Note in regards to the Management of Council Business and Publicity during the Pre-Election Period. **(see attached) (to note)**
  - s) **Waste Bin Collection.** The Wiltshire Council, using Idverde as their contractor, empty historic waste bins within the Parish. In addition the Parish Council has installed a number of waste bins at requested locations, for general purpose/dog waste collection. The installation was carried out by Idverde and an emptying contract was agreed with that Company. In recent months, although collecting Wiltshire Council waste the contractor has not emptied some of the Parish Council bins, particularly that situated at the Recreation Ground. To consider options and agree how to proceed. **(For Decision)**
  - t) **Community First.** The Council has been a Member for a number of years and to remind Members on what they provide and why Membership of the Organisation is worthwhile details are attached for information. **(see attached)**
  - u) **Wiltshire Council - Briefing Note 24-07.** The Council has received a Briefing Note in regards to the New HRC van and trailer Permitting Scheme. **(see attached) (to note)**
  - v) **Wiltshire Council - Briefing Note 24-08.** The Council has received a Briefing Note in regards to the Draft Licensing Policy 2024-2029 Consultation. **(see attached) (to note)**
  - w) **CPRE Wiltshire AGM.** The Council has received an invitation to attend the AGM to be held on Tuesday 16<sup>th</sup> July 2024 at 7.00pm in Malmesbury Town Hall. The details have been circulated with ticket booking information. **(see attached) (to note)**

## 8. UPDATE ON STANDING ITEMS:

- a) Recreation Field – To consider ground and equipment maintenance and improvements.
  - i) The Recreation Field Working Group. To raise general issues and receive any updates **(For Decision)**
    - a) Recreation Ground Improvements. To receive any updates and consider any actions required. Quotations have been received for the works and will need to be considered in accordance with Standing Orders and Financial Regulations. This will need to be on a confidential basis. The Council has a scheduled a Planning Meeting for June 2024 and this will provide the opportunity to fully consider the quotations and specifications and agree how to proceed. **(to note) (For Decision)**
  - ii) Council Member Inspection Rota. To raise general issues and receive any updates. **(For Decision)**

- iii) RoSPA Inspection 2023. To consider and agree actions required. **(to note) (For Decision)**
  - iv) Willow Structure. To consider and agree actions required. There was no interest shown at the APM from attendees. **(For Decision)**
  - vii) General Works. The Council has considered resurfacing all soft safety play surfaces. To receive any updates. **(to note) (For Decision)**
- b) Notice Boards – To raise general issues and receive any updates. **(to note) (For Decision)**
- c) Flooding Update – To raise general issues and receive any updates, including Wiltshire Council Operational Flood Group North matters.
- i) Highway ditches in the Good Monday's Farm area. The matter was to be raised with the Northern Area flood Group. To receive any updates. **(to note) (For Decision)**
  - ii) Flooding issues generally. As reported at the last Meeting, a public meeting was held on Monday 5<sup>th</sup> February 2024 with Agencies involved. The importance of up to date local Flood Plans and the important role that OFWG play was noted. In addition Riparian owners' responsibilities and the need for self-help was stressed as Agencies could not and should not be expected to cope with all extreme situations. Despite previous advice (attached again) there still seems to be some confusion over the issue of Riparian responsibilities particularly where the Environment Agency or Wiltshire Council has previously needed to intervene. This matter needs to be finally resolved. **(see attached) (to note) (For Decision)**
  - iii) Flood Warden Scheme. As reported at the last Meeting the Community Emergency Plan has historically included details of the Community Floor Warden and the Area Flood Wardens' contact details. Circumstances change and the time is right to review the role of the Wardens, and who might be best placed to fulfill the roles, particularly during extreme weather conditions. There is a need to cover the whole Parish that has 5 distinct areas. (Dauntsey Lock, Swallett Gate, Sodom Lane, Church Lane and The Green) Following recent extreme weather a number of volunteers have come forward and there is a need to create a Flood Warden Team that is fit for purpose, especially as the Parish has been informed by Agencies that self-help is critical as they cannot assist everyone with their limited resources. To consider progress and consider any actions required. **(For Decision)**
  - iv) Discretionary Gully Service. The Parish was included in a new initiative of a gully service program where upon request a gully crew equipped to clear gullies and jet systems could visit and carry out works identified. The details were previously circulated. To consider any actions required. **(For Decision)**
- d) Parish/Community Website/Social Media – To receive any updates. **(to note)**
- e) Asset Register – To receive any updates. **(to note)**
- f) School Liaison – The Council received a copy of the latest Newsletter. The Chair of Governors attended the Annual Parish Meeting and provided a report. **(to note) (For Decision)**
- g) Health & Safety Register – To receive any updates. **(to note)**
- h) Freedom of Information Act-Publication Scheme – To receive any updates **(to note)**
- i) Code of Conduct and Standing Orders etc – The Council has agreed to keep under review all Council Policies during the year. **(to note)**
- j) Wiltshire Council Malmesbury Area Board – The Area Board last met on Tuesday 13<sup>th</sup> February 2024 in Malmesbury Town Hall. The next Area Meeting is scheduled for the 11<sup>th</sup> June 2024 at a venue to be notified. **(to note)**
- k) Dauntsey Community Emergency Plan. To monitor and to consider any updates that may be required. The Wiltshire Flood Resilience Officer has reminded the Council that the version they hold is dated 2016. The latest Plan update draft was in November 2023 and this has been forwarded to the Officer. However, there is a need for an overall but as agreed by the Council this will depend on the new volunteer warden team proposals to cover the whole Parish. **(to note) (For Decision)**
- l) Defibrillator Project. To raise general issues and receive any updates. **(to note)**
- m) Neighbourhood Watch/Community Safety. To receive any updates. **(to note)**
- n) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**

## 9. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the priority Parish Steward works. Parish Steward visit dates for the whole of 2024 have been received and distributed. A visit is scheduled for the 27<sup>th</sup> June 2024. **(to note) (For Decision)**
- b) Rights of Way – To raise general issues and receive any updates. **(to note) (For Decision)**
- c) Highway Conditions and Maintenance - To raise general issues, including any updates. **(For Decision)**
  - i) Highway Maintenance Requirements. To raise general issues and receive any updates. **(For Decision)**
  - ii) Sodom Lane village entrance sign. To receive any updates following the last Council Meeting. **(to note)**
  - iii) Old Sodom Lane replacement sign. To receive any updates following the last Council Meeting. **(to note)**
  - iv) Village Entrance Signage from Little Somerford. To receive any updates following the last Council Meeting. **(to note)**

## 10. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting. **(For Decision)**

11. **DATE OF NEXT MEETING:** The Annual Council Meeting held prior to this Council Meeting will determine the Calendar of Meeting Dates for year 2024-2025. **(to note)**