

DAUNTSEY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

2nd September 2024

Present: Cllr Mrs E Blacker BEM (Chairman), Cllr R Chanin, Cllr Mrs R Gregory, Cllr Mrs D Wood (Vice Chairman) and Cllr G Wood.

Also Present: Wiltshire Councillor Elizabeth Threlfall 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

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

- i) Wiltshire Councillor Elizabeth Threlfall updated the Council on Wiltshire Council issues. She drew attention to a number of Consultations that were in progress, including the update of the National Planning Policy (NPPF) Framework and the Wiltshire Gypsy & Travellers Site Allocations Plan. In regards to the NPPF the Leader of Wiltshire Council had prepared a suggested response template to aid those wishing to respond. She updated the Council on the Wiltshire Council agreement with the Environment Agency to fund the Dauntsey Brook clearance despite the legal responsibility falling with the Riparian landowners. She was pleased to say that some local landowners had agreed to collect and accommodate the excavated silt. She continued to pursue a detailed watercourse/ditch Map of the Parish to identify ownership. Work had commenced on the B4069 Lyneham Banks reinstatement. There was no news whether the developers of GMG Farm would appeal the latest refusal decision. She was concerned that the issue of missing highway signage in the Parish had not been resolved and suggested that there may be a need for the Parish Council to seek LHFIC assistance to make progress.

There were no further Reports.

38/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Bond and Cllr C Farr.

39/24 Declaration(s) of Interest – In accordance with Dauntsey Parish Council’s Code of Conduct (Adopted 22nd November 2021) and Standing Orders (Adopted 10th January 2022)

There were no Interests declared.

40/24 MINUTES Members were circulated with the Draft Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Council Meeting held 1st July 2024. **Cllr G Wood proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY**

41/24 PLANNING

Planning Applications: Prior to the consideration of each Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- a) PL/2024/05932 – Full Planning Permission
Change of Use of Managers Accommodation to a Tourist Lodge
(retrospective)
Olivemead Lake Fishing Holidays, Olivemead Lane, Dauntsey, Chippenham
SN15 4JF
For Mr & Mrs S Wealthall

Following consideration of the application the Council **resolved to raise no objections.**

Cllr Mrs R Gregory proposed, Cllr G Wood seconded and RESOLVED UNANIMOUSLY

- b) PL/2024/05931 – Full Planning Permission
Change of Use of Tourist Lodge to Managers Accommodation (retrospective)
Olivemead Lake Fishing Holidays, Olivemead Lane, Dauntsey, Chippenham
SN15 4JF
For Mr & Mrs S Wealthall

Following consideration of the application the Council **resolved to raise no objections.**

Cllr Mrs R Gregory proposed, Cllr G Wood seconded and RESOLVED UNANIMOUSLY

- c) PL/2024/05930 – Full Planning Permission
Erection of a Timber Tourist Lodge (retrospective)
Olivemead Lake Fishing Holidays, Olivemead Lane, Dauntsey, Chippenham
SN15 4JF
For Mr & Mrs S Wealthall

Following consideration of the application the Council **resolved to raise no objections.**

Cllr Mrs R Gregory proposed, Cllr G Wood seconded and RESOLVED UNANIMOUSLY

- d) PL/2024/06551 – Householder Application
Extension to Existing Garage to Create a Store Room and Shower Room
Willow Gates, Dauntsey, Chippenham SN15 4HN
For Mr G O’Hanlon

Following consideration of the application the Council **resolved to raise no objections.**

Cllr Mrs D Wood proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY

- e) PL/2024/04714 – Householder Application
Garden Room – Meeting Room for Farm, Horse Trials and Equestrian Meetings
Park Farm, Idoover Road, Dauntsey, Chippenham SN15 4JJ
For Mr Toby Sturgis

Following consideration of the application the Council **resolved to raise no objections.**

Cllr G Wood proposed, Cllr Mrs E Blacker seconded and RESOLVED UNANIMOUSLY

- f) PL/2024/04149 – Lawful Development - Existing Use
Certificate of Lawfulness to demonstrate implementation of planning approval 20/07392/FUL - (Proposed double garage consisting of workshop, home office, store, wc and two storey rear domestic extension (part-retrospective)).
Fairmeadow Farm, Dauntsey, Chippenham SN15 4HN
For Mr John Burgess

Following consideration of the application the Council **resolved to advise Wiltshire Council that they were unable to support the application.**

From a local perspective no Council Member was able to confirm that work had commenced. The only noticeable thing was that some 2 years ago the slate roof of the existing dwelling had been partially stripped and the recovering remained uncompleted. Whether this was part of implementing the planning permission or normal maintenance to the dwelling was unknown.

Cllr G Wood proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

Planning General: Planning Application decisions and updates since the last Council Meeting, any amendments and updates to previously considered Planning Applications and other Planning related matters, including Planning Appeals and Consultations.

- a) Lime Down Solar Park – EIA Scoping Consultation

The Council had been invited, by PINS (Planning Inspectorate), to comment on the developers Scoping Report and initial stage of the EIA process. The purpose being, to identify and evaluate the likely effects of the development on the environment to be

able to determine measures to reduce or manage any potential significant adverse effects. The consultation had ended on the 14th August 2024 and the Clerk had prepared and submitted a Council response. **(noted)**

b) National Planning Policy Framework (NPPF) - Consultation

The Government was proposing to update the NPPF and was carrying out a Consultation on the proposed changes. The Consultation ended on the 24th September 2024 and **the Council agreed that** the Clerk should prepare and submit a response. **Cllr G Wood proposed, Cllr Mrs E Blacker seconded and RESOLVED UNANIMOUSLY**

c) Gypsies and Travellers pre-submission draft Development Plan - Consultation

The Wiltshire Council was consulting on the proposals that once adopted would become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Consultation ran from Tuesday 20th August until Friday 4th October 2024. No proposals were being made for Dauntsey Parish and in these circumstances **the Council agreed that** no response was necessary. **Cllr G Wood proposed, Cllr Mrs E Blacker seconded and RESOLVED UNANIMOUSLY**

There were no further planning related matters reported.

42/24 FINANCE

The Council considered financial matters and received notification of receipts and payments

- a) **Payments made since the last Council Meeting:** The Council noted the following payments that had been made since the last Council Meeting. **(noted)**

Crapper & Sons. Community Grant support	15.07.24	£ 1,000.00
Hills Waste. Community Grant support	15.07.24	£ 1,000.00

- b) **Payments to be made:** The Council considered and approved the following payment/s:

Greenscape Services Ltd. Grass & Weed contract.	Inv. SI-16971	£ 274.04
Greenscape Services Ltd. Grass & Weed contract.	Inv. SI-17031	£ 274.04
SLCC. Membership Fee.	Inv MEM249599-1 02.08.24	£ 229.00*
Wiltshire Bobby Van Trust. Section 137 Grant		£ 150.00
Dauntsey PCC. Section 137 Grant		£ 200.00

*reimbursement Mr V A Vines

Proposed Cllr Mrs R Gregory, seconded Cllr Mrs E Blacker and RESOLVED UNANIMOUSLY

- c) **Receipts:** The Council noted that there had be no receipts since the last Council Meeting. **(noted)**
- d) **Bank Account Balance:**

The Council noted that the Lloyds Bank Account No 02333109 balance at 30th July 2024 was £ 71,277.47 **(noted)**

43/24 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) **Autospeedwatch Devices.** Cllr Mrs E Blacker updated the Council on recent data collection. The Community Speedwatch Coordinator had produced research and prepared a report that identified a number of issues for the Wiltshire Police Crime Commissioner to resolve. Figures recorded continued to show an increase in speeding traffic and more Police action was required. **(noted)**
- b) **Speed Identification Devices (SIDs).** There had been no change in circumstances since the last Council Meeting. **(noted)**
- c) **Wilts & Berks Canal Trust.** The Council had been advised that a Branch Meeting would be held on Tuesday 16th July 2024 at The Rachel Fowler Centre, Melksham. The Agenda and Management Reports had been circulated. The Trust's AGM had followed this Branch Meeting. No Council Member had attended. The next Meeting was scheduled for Tuesday 20th August 2024 at the same venue. **(noted)**
- d) **Wilts & Berks Canal Trust.** The July and August 2024 online editions of the "On the Button" Magazine had been received and circulated. **(noted)**
- e) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- f) **Local Highway and Footway Improvement Group (LHFIG).** The LHFIG had met on the 2nd July 2024. The Action Tracker had been received and circulated. Cllr G Woods had attended. The next Meeting was scheduled for the 8th October 2024 at 6.00pm and would be held using TEAMS. Should local issues relating to replacement village signage remain unresolved they would be raised with LHFIG who would request financial support from the Parish. **(noted)**
- g) **Highway Fingerpost Direction Sign/s.** The Council had previously agreed that the installation of the B4069 Swallett Gate junction signpost be left until the Lyneham Banks road works were complete. This work had now commenced and on completion may involve the replacement of the temporary junction signage with standard highway signage limiting the impact and purpose of the Council's Signage Project. Following consideration **the Council agreed that** they would install the signpost and complete the Project so that it was in-situ when Wiltshire Highways considered their own signage.
- h) **Wiltshire Council – Notification of Temporary Road Closures.** The Council was updated on the closure of the B4069 (Part) from its junction with Hollow Way, Bradenstoke to its junction with the B4122. Reinstatement work had now commenced. Digital Newsletters (July and August) had been provided by Octavius Infrastructure on the Project and a meet the contractor event had taken place on Monday 15th July 2024. **(noted)**
- i) **Wiltshire Operational Flood Group North.** A Flood Group Meeting was held on Thursday 11th July 2024 at Melksham Community Campus. It had been possible to join by TEAMS. There appeared to be no issues raised on the formal agenda relating to the Homefield Barn/Good Monday's Farm area and there

remained a need to ascertain the present position. The next Meeting was scheduled for Thursday 26th September 2024 in the same venue. **(noted)**

- j) **Wiltshire Council - Briefing Note 23-34.** The Council had previously received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids had needed to be submitted by Friday 15th December 2023. It had been agreed that as this was a yearly invitation the Council use the interim months (from January 2024) to consider proposals in readiness to submit. Following consideration **the Council agreed to take no further action** that might tie the future Council to a project that might not be supported by the next Council formed after the May 2025 Elections.
- k) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council had entered the Competition. The Judges' comments and result had been "disappointing" and the Council had questioned the wisdom of entering. Those attending the Annual Parish Meeting (APM) had proposed that an entry be made and the matter would be raised again at the APM in April 2025. In the meantime the Council had wished to ascertain how the Parish could improve the chances in future years. The CPRE were unable to suggest ways and means other than by following the background information more closely when entering future Competitions. **(noted)**
- l) **Wiltshire Bobby Van Trust.** The Council had received a letter from the Trust seeking financial support towards the Charity's work. Following consideration the Council agreed to provide a £150.00 Section 137 Grant. **Proposed Cllr G Wood, seconded Cllr Mrs E Blacker and RESOLVED UNANIMOUSLY**
- m) **Wiltshire and Swindon Prepared – Emergency Contact Hubs.** The Council had received an invitation to sign up to the Emergency Contact Hubs scheme. The Council had received previous communications requesting that the Parish Emergency Coordinator register with the Local Resilience Forum (LRF). The Council considered that there were inherent difficulties in deciding what "Hub/s" could be registered as local emergencies, particularly flooding, often prevented access. The Council's Emergency Plan indicated that the School, Church and Pub were all emergency refuges that could cover parts of the Parish. At the present time it appeared that none of the facilities were in a position to provide the facility in times of crisis and this needed to be resolved. As a start there needed to be communication with each premises to ascertain if they could provide an emergency venue before the Council could sign up with the LRF.
- n) **Wiltshire Council - Briefing Note 24-15.** The Council had received a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. This had been circulated on receipt and had included details of a live online interactive survey between 22nd July and 9th August 2024 and two webinars, for farmers and landowners on the 23rd July and open to all on the 25th July 2024. **(noted)**
- o) **Wiltshire Council - Briefing Note 24-16.** The Council noted receipt of a Briefing Note in regards to the Launch of the Home Upgrade Grant with EDF Energy. **(noted)**
- p) **St James the Great – Dauntsey PCC.** The Council had received a letter from the PCC seeking financial support towards the maintenance of the Open Graveyard. The Council had previously granted a Section 137 grant towards the grass cutting costs. Following consideration the Council agreed to provide a

£200.00 Section 137 Grant. **Proposed Cllr Mrs D Wood, seconded Cllr Mrs R Gregory and RESOLVED UNANIMOUSLY**

- q) **Waste Bin Collection.** The Council had needed to take temporary action to resolve matters following Idverde Limited's, contract failure. Cllr Mrs E Blacker reported that following negotiations with Wiltshire Council, because the waste bins were on Public land and they had a Duty to collect waste, they would now introduce a weekly collection service. This resolution to the difficulties was welcomed by all.
- r) **CPRE Wiltshire AGM.** The AGM was held on Tuesday 16th July 2024 at 7.00pm in Malmesbury Town Hall. No Council Member was able to attend. **(noted)**
- s) **Public Information Displays.** The Council had discussed whether there would be any merit in providing information displays particularly as advanced warning in extreme weather/flooding situations. ElanCity, the suppliers of the Council's SIDS, supplied solar powered displays and details were circulated. **The Council agreed** to take no further action at this time.
- t) **Member's Actions.** The Chairman produced and circulated an Action List following Council Meetings as an aid to Members. Progress on the actions from the last Council Meeting was noted and an updated list would be circulated following this Council Meeting. At the last Meeting, Cllr R Chanin had raised a concern in regards to grass and hedge growth opposite the village School that reduced highway width. He had yet to make contact with Wiltshire Highways. **(noted)**
- u) **Flood Wessex-Flood Warden Newsletter – Summer 2024.** The Council was reminded that a previous Flood Wessex Newsletter had advised that there were a number of events scheduled to assist and inform local community groups. The "Introduction to the Flood Warden Role" had already taken place. Sessions were planned until November 2024. The latest Summer edition had now been received and circulated. In addition the Environment Agency had produced updated information on Watercourse Rights and Roles. **(noted)**
- v) **WALC Annual General Meeting.** The Council had been informed that this will take place on Wednesday 25th September 2024 at 6.30pm in Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY. **(noted)**
- w) **Wiltshire Council - Briefing Note 24-17.** The Council noted receipt of a Briefing Note in regards to the Septic Tank Upgrade Scheme (Revamp Your Tank). **(noted)**
- x) **Wiltshire Council – Traffic Survey.** The Council had been advised of changes being made to traffic surveys in Wiltshire. **(noted)**
- y) **Wiltshire Neighbourhood Watch Association.** The Council had been invited to attend the WNHWA Annual General Meeting taking place on Saturday 5th October 2024 10.00am until 12noon at Wiltshire Police HQ, Devizes SN10 2DN. **(noted)**
- z) **Country Landowners Association CLA.** The Council was due to receive a report on the activities of the Association and to consider if there were any

benefits in the Council joining. The matter was deferred until the next Council Meeting. **(noted)**

- aa) **Community First AGM 2024.** The Council had been invited to attend the AGM to be held on Wednesday 9th October 2024 at 6.00pm in Devizes Town Hall. Registrations of interest were requested by the 6th September 2024. **(noted)**
- bb) **Neighbourhood County Parish Forum.** The Council recalled that the first Forum had been held via TEAMS in April of this year that delivered an update from each Neighbourhood Policing Inspector on issues in their area and a Q&A session. The next one was to be held in person at Police HQ, Devizes at 6.00pm until 8.00pm on Wednesday 20th November 2024. An idea of numbers attending was requested. **(noted)**
- cc) **Malmesbury Medical Partnership.** The Council's representative, Mr Cecil Smith, had provided a copy of the Patients Participation Group Chairman's Report to the AGM held on the 8th August 2024. **(noted)**

44/24 UPDATE ON STANDING ITEMS

- a) **Recreation Field:**
 - i) **The Recreation Field Working Group.**
 - a) Recreation Ground Improvements. Cllr G Wood reported that work was still scheduled for September and was likely to be completed by early October 2024. **(noted)**
 - ii) **Council Member Inspection Rota.** To accommodate holidays there was a need to adjust September and October dates. **(noted)**
 - iii) **RoSPA Inspection 2024.** As major improvement works would be taking place **it was agreed** that the Playsafety Ltd inspection should be delayed until mid-October and an accompanied visit would be requested.
 - iv) **General Works.** The **Council agreed that** the pressure washing of the existing play equipment and seating should proceed.
- b) **Notice Boards:** There was no updates on this occasion. **(noted)**
- c) **Flooding Update:**
 - i) **Highway ditches in the Good Monday's Farm and Homefield Barn area.** There had been no change in circumstances since the last Council Meeting and the matters would need to be pursued with the Flood Group to ascertain what progress had been made. **(noted)**
 - ii) **Flooding issues generally.** It had been previously agreed that local matters could be identified and potentially be resolved more easily if there was a Parish Map that identified which ditches/watercourses belonged to which field/land so that the landowners could be contracted directly. The Map had been requested from Wiltshire Council. Cllr R Chanin advised that he understood Highways

England would soon be clearing the northern M4 ditch line. When complete this would add to pressures on the Old Sodom Lane ditch line to Dauntsey Brook that required significant improvements. (Minute 34/24 (c) (ii) refers) That matter was to have been previously raised with the Flood Group. **(noted)**

- iii) **Flood Warden Scheme.** The Council had previously agreed that they could no longer promote a scheme and there had been no change in circumstances since the last Council Meeting. As a result of The Pump article an interested person had approached the Council but the essential requirement of Flood Wardens for the five local hubs and a Flood Warden Coordinator had not been met.
- iv) **Discretionary Gully Service.** Although Wiltshire Highways had recently cleared gullies the Council was reminded that the Parish had been included in a Wiltshire Highways gully service program where upon request a gully crew equipped to clear gullies and jet systems could visit and carry out works identified. There was a need to ensure details and worksheets were submitted prior to the next scheduled visits. **(noted)**
- v) **Winter Preparations 2024-2025.** The Council had been advised that Wiltshire Council were beginning their planning for the 2024/25 winter season and had provided the PEAS application details and form for the forthcoming season to be returned to the Weather Team by the 19th September 2024. Council Members would consider requirements and any actions required. **(noted)**
- d) **Parish/Community Website/Social Media:** Members were again reminded that those who had not yet submitted a bio should do so as soon as possible. **(noted)**
- e) **Asset Register:** There was no update. **(noted)**
- f) **School Liaison:** A recent Newsletter had been received and circulated. **(noted)**
- g) **Risk Assessment, Health, Safety & Management Register:** There was no update. **(noted)**
- h) **Freedom of Information Act-Publication Scheme:** There was no update. **(noted)**
- i) **Code of Conduct and Standing Orders:** There was no update. **(noted)**
- j) **Wiltshire Council Malmesbury Area Board:** The Area Board had last met on Tuesday 11th June 2024 in Sherston Village Hall. The next Area Board Meeting was scheduled for the 24th September 2024 at a venue to be notified. **(noted)**
- k) **Dauntsey Community Emergency Plan:** There was no change in circumstances since the last Council Meeting. **(noted)**
- l) **Defibrillator Project:** The Council had agreed that the Parish should join with others in any training session held in The Goss Croft Hall, Upper

Seagry. Cllr Mrs R Gregory had been unable to resolve the daily defibrillator inspections at The Peterborough Arms and whether they were being carried out in accordance with the Lease requirements. On a recent inspection the Clerk reported that in his view the power supply to the defibrillator had been turned off. There was an urgent need to resolve this and the Clerk would contact the Wilts & Berks Canal Trust to ascertain what the present position was. **(noted)**

- m) **Neighbourhood Watch/Community Safety:** There had been no change in circumstances since the Council had last met. **(noted)**
- n) **Data Protection. GDPR:** There was no update required. **(noted)**

45/24 HIGHWAY MATTERS

The Council considered the following Highway related matters

- a) **Parish Stewards Programme/ Requirements:** Issues still needed reporting by Council Members to the Council's Link Members and also by the MyWilts App system. Cllr Mrs R Gregory and Cllr A Bond would meet with the Steward when necessary. Parish Steward visit dates were scheduled for 26th September, 28th October, 28th November and 20th December 2024. **(noted)**
- b) **Rights of Way:** There was no update on this occasion. A recent BBC News article had been circulated that emphasised the need to keep public rights of way open and registered. **(noted)**
- c) **Highway Conditions and Maintenance:**
 - i) **Highway Maintenance Requirements.** There had been no change in circumstances since the last Council Meeting. **(noted)**
 - ii) **Sodom Lane Dauntsey Village Entrance Sign.** There had been no change in circumstances since the last Council Meeting and Wiltshire Highways would be contacted to ascertain the present position. Should no progress be evident then, although the Duty fell with Wiltshire Highways, there would be a need to raise the matter at LHFIG and for the Parish to make a financial contribution. Cllr Mrs E Blacker agreed to contact Wiltshire Highways. **(noted)**
 - iii) **Old Sodom Lane replacement sign.** There had been no change in circumstances since the last Council Meeting. The Clerk would pursue the order with Wiltshire Highways. **(noted)**
 - iv) **Village Entrance Signage from Little Somerford.** The work had now been completed. **(noted)**
 - v) **Village Entrance B4069 Swallett Gate visibility splays.** This matter, involving the position of the landowner's fence line still needed resolving and an informal approach to the landowner remained outstanding. **(noted)**

46/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Action List Update. Cllr Mrs E Blacker would update the Members' Action List to assess progress made at the next Council Meeting.
- ii) Parish Council Elections May 2025. Cllr Mrs E Blacker reminded the Council Members that they should be mindful that there were only three Council Meetings scheduled before this Council term ended.

There were no further issues raised.

47/24 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 4th November 2024 at 7.00pm** to be held in Lower School Hall. However, Members noted that **Monday 7th October 2024** was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **4th November 2024**

Chairman, Dauntsey Parish Council