

DAUNTSEY PARISH COUNCIL

www.dauntseyparishcouncil.gov.uk

29th July 2025

Dear Councillor,

You are summoned to a **Meeting of the Dauntsey Parish Council**, to be held on **Monday 4th August** 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 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. **(For Decision)**
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:

Council Meeting held 3rd March 2025. **(see attached Draft Minutes) (For Decision)**

4. **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)

- a) PL/2025/05710 – Full Planning Permission
Erection of Replacement General Purpose Agricultural Building
Fairmeadow Farm, Dauntsey, Wiltshire SN15 4HN
For Mr M Robinson **(see online) (For Decision)**

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/2025/04272 – Full Planning Permission
Installation of 70 ground-mounted solar photovoltaic (PV) panels on a private paddock adjacent to the residential dwelling
Old Pond House, Dauntsey Park, Dauntsey, Wiltshire SN15 4HW
For Mr Stephen Love **Withdrawn by Applicant 4th July 2025**
- b) PL/2025/04669 – Full Planning Permission
Steel portal framed building to cover silage storage area
Union Farm, Dauntsey, Wiltshire SN15 4HT
For Albert Kinder **Approved with Conditions 8th July 2025**
- c) PL/2024/08002 – Full Planning Permission
To provide drainage to intercept the water running off the highway and divert it past the property and thereby prevent the flooding
Peterborough Arms, Dauntsey Lock, Chippenham SN15 4HD
For Wilts & Berks Canal Trust **Withdrawn by Applicant 10th July 2025**
- d) PL/2025/04918 – Prior Notification-Building
Modern Street Portal Frame Agricultural Building
Little Middle Green Farm, Dauntsey, Wiltshire SN15 4JL
For F W Potter & Sons **Prior Approval Granted 10th July 2025**

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

5. **FINANCE:** To note any financial matters, any receipts and payments made

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

Information Commissioner. Data Renewal 25/26	24.03.25	£ 52.00
Steve Innes. SID post and highway sign installation.. Inv 014/25	25.03.25	£ 480.00
Greenscape Services. Grass cutting contract Inv SI-17548	25.03.25	£ 302.81
Greenscape Services. Grass cutting contract Inv SI-17593	20.04.25	£ 302.81
Greenscape Services. Grass cutting contract Inv SI-17665	20.05.25	£ 302.81
Greenscape Services. Grass cutting contract Inv SI-17739	20.06.25	£ 302.81
Community First. Zurich Insurance Renewal 25/26 YLL2720278713	15.05.25	£ 542.32

- b) Payments to be made **(see attached) (For Decision)**

Greenscape Services. Grass cutting contract Inv SI-17808	20.07.25	£ 302.81
Community First Membership Renewal 25/26	01.04.25	£ 40.00
WALC Membership Renewal 25/26 Inv WALC-0475	01.,04.25	£ 260.08
Broxap Sunshine Gym. Replacement parts. Inv 03300380	17.03.25	VV reimburse £ 48.00
Dauntsey Phoenix CIC. The Pump. Advertisement. Inv 442	06.04.25	£ 350.00
Dauntsey Phoenix CIC. The Pump. Section 137 Grant 25/26 *see later agenda item		£ 500.00
Wilts & Berks Canal Trust. Membership Renewal 25/26. Inv WBCT323	24.06.25	£ 25.00

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

Wiltshire Council. BACS Precept Tranche 1.	23.04.25	£ 12,750.00
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- d) To note Bank Account Balance/s: **(to note)**

Lloyds Account No. 02333109	30 th June 2025	£ 41,583.62*
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- Any later balance will be reported.

e) Annual Governance and Accountability Return Year Ending 31st March 2025

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 31st March 2025. 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, approved 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) needs to be approved, completed and signed by the Clerk and Chair.

Because the Council was not formed on the 1st May 2025 and on subsequent occasions the Council cannot meet the External Auditor's timetable and the Clerk has been in discussions on how to proceed which will be reported at the Council Meeting. **(see attached) (For Decision)**

6. 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. The Council has been reminded that the Warranty Period for the SIDs can be renewed and the details are attached. **(see attached) (For Decision)**
- c) **Community Speedwatch Team.** To consider any updates including further requirements and actions. **(to note) (For Decision)**
- d) **Wilts & Berks Canal Trust.** Since the Council has last met MCC & FL Branch Meetings have been held on Tuesday the 18th March, 15th April, 20th May, 17th June and 15th July 2025 (including the AGM) at The Rachel Fowler Centre, Melksham. The Agenda, Management Reports and Minutes have all been circulated during that period. The next Branch Meeting is to be held on the 19th August 2025 at the same venue. The Agenda and Management Reports when received will be circulated. The date of the next AGM is scheduled for 21st July 2026. **(to note)**
- e) **Wilts & Berks Canal Trust.** Since the Council has last met the online editions of the "On the Button" Magazine have been received and circulated, also the Summer Issue of the Dragonfly Magazine. The July edition of "On the Button" has just been received and circulated. **(to note)**
- f) **Parish Council Database.** To consider any updates, including any further requirements and actions. **(For Decision)**
- g) **Malmesbury Local Highway and Footway Improvement Group (LHFIG).** The last LHFIG Meeting was held on Tuesday 15th July 2025 via TEAMS. The Meeting Notes have been received and circulated. The next LHFIG Meeting is scheduled for Tuesday 14th October 2025 at 6.00pm. **(see attached) (to note) (For Decision)**
- h) **Highway Fingerpost Direction Sign/s.** Pursuant to Minute 75/24 (g). The final fingerpost sign was erected on the B4069 at Swallett Gate Corner prior to the re-opening of the Lyneham Banks reinstatement works. This completed the Council's project of replacing village signage in an historic manner. **(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. Since the Council last met the reinstatement works have been completed and the road has been re-opened. **(to note)**
- j) **Wiltshire Operational Flood Group North.** Since the Council has last met the Flood Group has met on the 29th May and 24th July 2025. The notes of the 29th May 2025

- Meeting are attached for background information. To receive any updates. **(see attached) (to note) (For Decision)**
- k) **Member's Actions.** The former Council Chairman produced and circulated an Action List following Council Meetings as an aid to Members. The Council may wish this arrangement to continue. **(For Decision)**
 - l) **Flood Warden Newsletter – Spring 2025.** The Council received this edition of the Wessex Water/Environment Agency Flood Wardens Newsletter. **(see attached) (to note)**
 - m) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council has received details of how Parish Councils can contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates have been provided. **(see attached) (to note) (For Decision)**
 - n) **Wiltshire Flood Wardens Newsletter.** The Council received the first edition that provided links to updated flood risk maps, a reminder that Emergency/Flood Plans should be up to date, dates for Flood Warden Training Days and a Rural Runoff Project. The Council should take note of the issues raised. **(see attached) (to note) (For Decision)**
 - o) **Wiltshire Council – Briefing Note 25-03.** The Council received a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. **(see attached) (to note)**
 - p) **OPPC Road Safety Conference – Friday 4th July 2025.** The Council was notified by the Police and Commissioner that an “improving road safety” conference was to be held on Friday 4th July 2025 at Tidworth Garrison Theatre 10am to 4pm. One representative, from each Parish Council, was invited and from Community Speedwatch teams across the Force area. The event was cancelled. A survey is now being carried out on future arrangements. **(see attached) (to note) (For Decision)**
 - q) **Wiltshire Council Briefing Note 25-04.** The Council has received a Briefing Note in regards to the Wiltshire’s Housing Land Supply Statement. **(see attached) (to note)**
 - r) **Wiltshire Council Briefing Note 25-05.** The Council has received a Briefing Note in regards to the Wiltshire Community Air Network. **(see attached) (to note)**
 - s) **Wiltshire Council Briefing Note 25-06.** The Council has received a Briefing Note in regards to the Launch of the fourth Solar Together Scheme for Wiltshire and Swindon. **(see attached) (to note)**
 - t) **Flood Wardens Newsletter.** The Council has received the July 25 edition of the Environment Agency Flood Wardens Newsletter. **(see attached) (to note)**
 - u) **Wiltshire Council PEAS 25/26.** The Council has received the annual request for the coming winter season planning requirements. Requests should be submitted by the 12th September 2025. **(see attached) (For Decision)**
 - v) **Dauntsey Phoenix CIC.** The Council has received a request from the publishers of The Pump for grant aid towards to their costs. The Council has previously supported the Company through a Section 137 Grant as this is the cost effective way of ensuring Council news is available to all Parishioners alongside community news and information. It is recommended that a Grant of £500.00 is provided. **(see attached) (For Decision)**
 - w) **Wiltshire Council Sports Facilities Review – Parish & Town Council Survey.** The Council has been asked to complete a survey, by the 8th August 2025 to inform consultants who are to produce a Built Sports Facilities Review and a Wiltshire Playing Pitch Strategy (PPS). **(see attached) (to note) (For Decision)**
 - x) **Flood Wessex Lunch & Learns Sessions.** The Council received invitations the last being on the 17th July 2025. A copy of the presentation slides and also links to various information websites has since been provided. Future online Sessions are planned for 21st August, 18th September, 23rd October and 13th November and details have been provided. **(see attached) (to note)**

7. 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. **(to note) (For Decision)**

- ii) Council Member Inspection Rota. To raise general issues and receive any updates and to consider if an Inspection Rota is required. **(For Decision)**
 - iii) RoSPA Inspection 2025. The Council has received details of the Playsafety Ltd inspection for this year, scheduled for September 2025. It is possible to arrange to meet with the Inspector. To consider any actions required. **(see attached) (For Decision)**
 - iv) General Works. To receive any updates. **(to note) (For Decision)**
- b) Notice Boards – To raise general issues and receive any updates and to consider ongoing maintenance of Oak notice boards, including glazing and fixings. **(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. To receive any updates. Since the Council last met a Parishioner has contacted the Council in regards to the clearance of ditches. **(see attached) (to note) (For Decision)**
 - ii) Flooding issues generally. A comprehensive map of the Parish to identify Riparian owners still needs to be resolved. **(For Decision)**
 - iii) Flood Warden Scheme. The previous Council agreed that they could no longer promote a Scheme through lack of interest. The matter needs fresh input. **(For Decision)**
 - iv) Discretionary Gully Service. The Council has been advised that the Malmesbury Community Area discretionary gully crew would spend a week in the area between Monday 11th August and Friday 15th August 2025. Members should advise of any requirements in their areas. **(see attached) (For Decision)**
- d) Parish/Community Website/Social Media – To consider general issues and Parish communications, including communication between Elected Members. Members should consider their contact details and website information following the Elections. All Council Members have a Gov.uk email address that if they wish could be diverted to a preferred address? **(For Decision)**
- e) Asset Register – To receive any updates. **(to note)**
- f) School Liaison – The Council has received a copy of the latest Newsletter. **(see attached) (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 met on the 8th July 2025 at 7.00pm in Charlton Village Hall. The next Area Board Meeting is scheduled for the 7th October 2025 at 7.00pm 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 Council has been reminded by Wiltshire Council that they should have an up to date Community Emergency/Flood Plan. Having an adopted and registered Emergency Plan will not stop emergencies occurring, but actions within the Plan by the community, may help reduce the impact. The Council will be aware of the potential assistance available from the Wiltshire and Swindon Prepared Local Resilience Forum (LRF) and also the requirement for Emergency Contact Hubs, such as the School Hall, the Church and the Public House. **(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)**

8. 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 worksheet. Parish Steward visits are scheduled for the 25th September, 28th October, 27th November and 18th December 2025. The Parish Steward Scheme Scope of Works is circulated for information. **(see attached) (to note) (For Decision)**

- b) Rights of Way – To raise general issues and receive any updates. Members should be aware that the Council received an approach from a Malmesbury resident who had attempted to use Footpath Dauntsey 18. The Council's previous Footpath Warden, Cllr A Bond, had identified issues with the footpath and provided a report. **(see attached) (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) Old Sodom Lane replacement sign. To receive any updates following the last Council Meeting. **(to note) (For Decision)**
 - iii) Village Entrance B4069 Swallett Gate visibility splays. To receive any updates following the last Council Meeting. **(For Decision)**

9. ANNUAL PARISH MEETING 2025: The Annual Parish Meeting was held on Monday 7th April 2025 at 7.30pm in the Lower School Hall. There was a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year. Minutes will be produced in due course. In the interim some suggested issues raised for the Council to consider were, the extension of the Dauntsey Lock 40 mph speed limit to just past the Swallett Gate road junction, the retention of the 40 mph speed limit in Sodom Lane, a temporary measure during the Lyneham Banks road closure and how Flood Wardens, Rights of Way Wardens and Neighbourhood Watch can be re-energised. **(to note) (For Decision)**

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 earlier will have approved a Calendar of Meetings for the remainder of the Council year and the date will be recorded. **(to note)**