

DAUNTSEY PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 7.00pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

4th August 2025

Present: Cllr Mrs E Blacker BEM, Cllr P Blakiston and Cllr C Farr

Also Present: Wiltshire Cllr Elizabeth Threlfall and Mr V Vines MBE Clerk of the Council

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

01/25 ELECTION OF CHAIRMAN

Cllr P Blakiston proposed, Cllr C Farr seconded, that Cllr Mrs E Blacker BEM be elected to serve as Chairman of the Parish Council for the 2025/2026 Council Year. Cllr Mrs E Blacker indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Mrs E Blacker signed her Declaration of Acceptance of Office.

02/25 ELECTION OF VICE CHAIRMAN

Cllr Mrs E Blacker proposed, Cllr P Blakiston seconded, that Cllr C Farr be elected to serve as Vice Chairman of the Parish Council for the 2025/2026 Council Year. Cllr C Farr indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor C Farr signed his Declaration of Acceptance of Office.

03/25 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

04/25 COUNCIL MEMBER VACANCIES

Following the Parish Council Election process the Parish had an un-contested Election as only 3 eligible persons were nominated leaving 4 Vacancies that could now be filled by co-option. Council Members stressed the need to increase their numbers for the Council to function properly but felt it unwise to rush the process to ensure that those co-opted would be committed to the Public role and serve a 4-year term. **The Council agreed to** advertise the Vacancies locally and fill the Vacancies from those eligible and who had applied to be considered.

05/25 CONFIRMATION OF CHEQUE SIGNATORIES

It was agreed that all Parish Council Members should be cheque signatories, with any two being authorised to sign. It was also noted that the Lloyds Bank mandate would need to be altered to include all Council Members. The Council would also

consider alternative banking arrangements. **Proposed Cllr Mrs E Blacker, seconded Cllr C Farr and RESOLVED UNANIMOUSLY.**

06/25 CALENDAR OF MEETING FOR 2025/2026

The Parish Council considered a prepared Schedule of Meeting Dates and agreed the dates for the Council Year 2025/2026. **Proposed Cllr C Farr, seconded Cllr P Blakiston and RESOLVED UNANIMOUSLY.**

07/25 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

Recreation Field Working Group. The Council agreed that with so few Council Members a Recreation Field Working Group was not appropriate, as the whole Council would need to fulfil the task. The situation would be reviewed when the Council Membership increased.

08/25 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council carried out this exercise on an annual basis. With so few Council Members there was limitations on the capacity to fulfil all the roles in a proper manner. There was a need for the Council to consider which was of most importance and to seek assistance from community volunteers. The Council appointed the following Representatives for the Council Year and looked forward to receiving reports and updates throughout the year at Full Council Meetings.

- Wilts & Berks Canal Trust – Cllr P Blakiston
- Malmesbury Primary Care Centre (Patients Participation Group) – Mr Cecil Smith (if available)
- Community Neighbourhood Watch Coordinator – deferred
- Community Emergency Planning Coordinator – deferred
- Community Rights of Way Warden – Cllr C Farr and Cllr P Blakiston
- Malmesbury Area Board (Wiltshire Council) – Cllr Mrs E Blacker
- Malmesbury Area Community Transport Group (LHFIG) – Cllr C Farr
- Community Flood Warden and Flood Wardens – deferred
- Community Gulley and Verge Warden - deferred
- Wiltshire Council Northern Flood Working Group – Cllr C Farr
- Wiltshire Council Parish Steward Links – deferred
- Media Link/Parish Pump Reporter – Mr Vivian Vines
- Malmesbury Road Safety Alliance – deferred
- Malmesbury Community Safety Forum – deferred
- Community Speed Coordinator and Speedwatch Team – Mr David Bullard

It was agreed that should the nominated Representative not be available to attend any Meeting efforts would be made to send a deputy so that the Council was always represented. It was also agreed the deferred positions would be advertised locally to seek volunteers **Cllr Mrs E Blacker proposed, Cllr C Farr seconded and RESOLVED UNANIMOUSLY that the appointments and arrangements be approved.**

09/25 COUNCIL POLICIES

The Council agreed that there was a need to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of

Conduct, Asset Register, Freedom of Information Act Publication Scheme and the Risk Assessment and Management Register, also to include a Vexatious Persons Policy and a Complaints Policy. The Clerk would bring forward any changes required for consideration to future Meetings. **Proposed Cllr C Farr, seconded Cllr Mrs E Blacker and RESOLVED UNANIMOUSLY.**

10/25 INTERNAL AUDITOR

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2025/2026 and the Council asked the Clerk to employ a suitable person. **Proposed Cllr Mrs E Blacker, seconded Cllr P Blakiston and RESOLVED UNANIMOUSLY.**

11/25 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA347170 covering the year 2025/2026. The Council was registered as a Data Controller Controller under GDPR. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(noted)**

Signed:

Chairman, Dauntsey Parish Council

Date: **6th October 2025**