

DAUNTSEY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

4th August 2025

Present: Cllr Mrs E Blacker BEM (Chairman), Cllr P Blakiston and Cllr C Farr.

Also Present: Wiltshire Councillor 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.

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, following the change of Administration since the May Elections. She advised that the Council had just published their “Plan for the Future” and this was now at the public consultation stage. She referred to the new Wiltshire Connect local bus service and also her continuing attempts to make the temporary speed limits created during the Lyneham Banks reinstatement works permanent, alongside ensuring that all damage to highway surfaces and verges were reinstated. The Council welcomed her back as the Wiltshire Council Brinkworth Division Member and looked forward to working with her again for the next four years.

There were no further Reports.

12/25 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

13/25 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. A Dispensation under Standing Orders was agreed for Cllr Mrs E Blacker in regards to Agenda item 6 (v) as she was a Dauntsey Phoenix CIC Director.

14/25 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 3rd March 2025. **Cllr C Farr proposed, Cllr Mrs E Blacker seconded and RESOLVED UNANIMOUSLY**

15/25 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/2025/05710 – Full Planning Permission
Erection of Replacement General Purpose Agricultural Building
Fairmeadow Farm, Dauntsey, Wiltshire SN15 4HN
For Mr M Robinson

Following consideration **the Council agreed that they had no objections** to the proposals.

Cllr Mrs E Blacker proposed, Cllr C Farr seconded and RESOLVED UNANIMOUSLY

- b) PL/2025/06239 – Listed Building Consent (Alt/Ext)
Changes to positions of doors and windows
Little Smithcott Farmhouse, Dauntsey, Wiltshire SN15 4JH
For Mr M Clabburn

Following consideration **the Council agreed that they had no objections** to the proposals.

Cllr Mrs E Blacker proposed, Cllr C Farr 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) 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 were no further planning related matters reported.

16/25 FINANCE

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

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

Information Commissioner. Data Renewal 25/26	24.03.25	£ 52.00
Steve Innes. SID post and highway sign installation. Inv 014/25		£ 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		£ 542.32

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

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	£ 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	£ 500.00
Wilts & Berks Canal Trust. Membership Renewal 25/26. Inv WBCT323		£ 25.00

Proposed Cllr Mrs E Blacker, seconded Cllr C Farr and RESOLVED UNANIMOUSLY

- c) **Receipts:** The Council noted that there had been the following receipt since the last Council Meeting. **(noted)**

Wiltshire Council. BACS Precept Tranche 1.	23.04.25	£ 12,750.00
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- d) **Bank Account Balance:**

The Council noted that the Lloyds Bank Account No 02333109 balance at 30th June 2025 was £ 41,583.62 **(noted)**

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

The Council was required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carried out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils could apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure did not exceed £25,000.00 in the

accounting year ending 31st March 2025. The Parish Council exceeded the limits this year and could not issue a Certificate of Exemption.

The Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales.

Because the Council had not be elected on the 1st May 2025 and on later occasions until a quorum was able to be formed leading to a Council Meeting held this evening (4th August 2025) the Council could not comply with the timescales, although the Clerk confirmed that he had published the Public Rights of Inspection for 1st July to 11th August 2025. The Clerk had discussed the problems associated with the Council Elections with PFK Littlejohn LLP.

The Annual Return Part 3 documents were circulated, completed and signed where appropriate by the Clerk and Chairman.

The Clerk advised that the Internal Audit had been carried out and no issues found. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had produced the Council Receipt and Payments Accounts for Year Ending 31st March 2025 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2025. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Council Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been circulated with the Year End 31st March 2025 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

Cllr C Farr proposed, Cllr Mrs E Blacker seconded and RESOLVED UNANIMOUSLY

17/25 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 Coordinator had continued to produce research and associated reports that identified issues. **(noted)**
- b) **Speed Identification Devices (SIDs).** See also Minute 17/25 (a) above. The Council discussed the benefits of the two existing SID devices and the practical difficulties in moving them from location to location, although downloading of information could be easier. The Council had received a limited time offer from ElanCity for a two-device package and **the Council agreed that** this would be

advantageous. The Clerk would place an order and investigate the possibilities for easier downloading of data. **Cllr C Farr proposed, Cllr Mrs E Blacker seconded and RESOLVED UNANIMOUSLY**

- c) **Community Speedwatch Team.** Sadly, the Community Speedwatch Team was no longer active. **(noted)**
- d) **Wilts & Berks Canal Trust.** Since the Council had last met MCC & FL Branch Meetings had 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 had all been circulated during that period, to former Council Members. Cllr P Blakiston had attended on the 15th July 2025 and had been able to network with other attendees. The next Branch Meeting was scheduled for the 19th August 2025 at the same venue. The Agenda and Management Reports when received would be circulated. The date of the next Branch AGM was scheduled for 21st July 2026. **(noted)**
- e) **Wilts & Berks Canal Trust.** Since the Council had last met the online editions of the “On the Button” Magazine had been received and circulated to former Council Members, also the Summer Issue of the Dragonfly Magazine. The July edition of “On the Button” had just been received and circulated. **(noted)**
- f) **Parish Council Database.** The Clerk reported that there had been no change in circumstances since the Council had last met. **(noted)**
- g) **Local Highway and Footway Improvement Group (LHFIG).** The last LHFIG Meeting had been held on Tuesday 15th July 2025 via TEAMS. The Meeting Notes had been received and circulated. The next LHFIG Meeting was scheduled for Tuesday 14th October 2025 at 6.00pm. **(noted)**
- h) **Highway Fingerpost Direction Sign/s.** Pursuant to Minute 75/24 (g). The final fingerpost sign had been erected on the B4069 at Swallett Gate Corner prior to the re-opening of the Lyneham Banks reinstatement works. This had completed the Council’s project of replacing village signage in an historic manner. **(noted)**
- i) **Wiltshire Council – Notification of Temporary Road Closures.** The Council had been regularly updated on the closure of the B4069 (Part) from its junction with Hollow Way, Bradenstoke to its junction with the B4122. Since the Council had last met the reinstatement works had been completed and the road had been re-opened. It was now essential that reinstatement works were carried out to all of the country lane diversion routes, including verges. **(noted)**
- j) **Wiltshire Operational Flood Group North.** Since the Council had last met the Flood Group had met on the 29th May and 24th July 2025. The notes of the 29th May 2025 Meeting had been received and circulated. It was important that the Parish Council was represented at Flood Group Meetings. **(noted)**
- k) **Member’s Actions.** The Chairman would produce and circulate an Action List following Council Meetings as an aid to Members. **(noted)**
- l) **Flood Warden Newsletter – Spring 2025.** The Council had received this edition of the Wessex Water/Environment Agency Flood Wardens Newsletter. **(noted)**

- m) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council had received details of how Parish Councils could contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates had been provided. **(noted)**
- n) **Wiltshire Flood Wardens Newsletter.** The Council had 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 noted the issues raised. **(noted)**
- o) **Wiltshire Council – Briefing Note 25-03.** The Council noted receipt of a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. **(noted)**
- p) **OPPC Road Safety Conference – Friday 4th July 2025.** The Council had been 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, had been invited and from Community Speedwatch teams across the Force area. The event had been cancelled. A survey was now being carried out on future arrangements and Members were encouraged to respond. **(noted)**
- q) **Wiltshire Council Briefing Note 25-04.** The Council noted receipt of a Briefing Note in regards to the Wiltshire’s Housing Land Supply Statement and noted the potential implications if there was a change in planning policy to address the shortfall in housing provision. **(noted)**
- r) **Wiltshire Council Briefing Note 25-05.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Air Network. **(noted)**
- s) **Wiltshire Council Briefing Note 25-06.** The Council noted receipt of a Briefing Note in regards to the Launch of the fourth Solar Together Scheme for Wiltshire and Swindon. **(noted)**
- t) **Flood Wardens Newsletter.** The Council noted receipt of the July 2025 Edition of the Wessex Water/Environment Agency Flood Wardens Newsletter. **(noted)**
- u) **Wiltshire Council PEAS 25/26.** The Council had received the annual request for the coming winter season planning requirements. Members would assess the requirements and a response would be made. Local storage areas would need agreeing and Cllr C Farr and Cllr P Blakiston could provide storage for their areas of the Parish. Other areas would need to be found so that the whole Parish was supported. **(noted)**
- v) **Dauntsey Phoenix CIC.** The Council had received a request from the publishers of The Pump for grant aid towards to their costs. The Council had previously supported the Company through a Section 137 Grant as this was the cost effective way of ensuring Parish Council news was available to all Parishioners alongside community news and information. **The Council agreed a Section 137 Grant of £500.00. Cllr C Farr proposed, Cllr P Blakiston seconded and RESOLVED UNANIMOUSLY**
- w) **Wiltshire Council Sports Facilities Review – Parish & Town Council Survey.** The Council had been asked to complete a survey, by the 8th August 2025 to

inform consultants who were to produce a Built Sports Facilities Review and a Wiltshire Playing Pitch Strategy (PPS). The Clerk would submit a response.

- x) **Flood Wessex Lunch & Learns Sessions.** The Council had received invitations the last being on the 17th July 2025. Cllr P Blakiston had attended. A copy of the presentation slides and also links to various information websites had since been received. The Council felt that this should receive wider circulation to benefit Parishioners. Future online Sessions were planned for 21st August, 18th September, 23rd October and 13th November and details had been provided. **(noted)**

18/25 UPDATE ON STANDING ITEMS

a) Recreation Field:

i) The Recreation Field Working Group.

- a) **Recreation Ground Improvements.** There was no change in circumstances since the last Council Meeting. No formal opening date had been agreed. It was understood that there would be a need to erect signs thanking the grant providers. **(noted)**

ii) Council Member Inspection Rota. There was a need to agree a future inspection rota. **(noted)**

iii) RoSPA Inspection 2025. The Council had received notification from Playsafety Ltd that the annual inspection would take place during 2025. The opportunity had been given to meet the Inspector during the visit and **the Council agreed that** they would do so. The Clerk would confirm details. **(noted)**

iv) General Works. The deterioration of the Jubilee bench had been noted and a local contractor had been asked to carry out the required maintenance works. **(noted)**

b) Notice Boards: The deterioration of the Oak notice boards throughout the Parish had been noted and the local contractor would be asked to carry out the required maintenance works, including the glazing. **(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. The matters would need to be taken up again with the Northern Flood Working Group. Since the Council had last met a Parishioner had raised potential flooding issues caused by an overgrown ditch running along the highway opposite Wisteria House, 52 Dauntsey and others. These were previous areas of concern and the Flood Group would need to address this. Similarly, the drainage issues in Old Sodom Lane remained where the highway ditch linking the M4 to Dauntsey Brook had for the most part disappeared. The Council could write to landowners involved with the agreement of the Flood Group. **(noted)**

- ii) **Flooding issues generally.** There had been no change in circumstances since the last Council Meeting. The Parish Map identifying Riparian landowners still needed completion. **(noted)**
- iii) **Flood Warden Scheme.** There had been no change in circumstances since the last Council Meeting. There would be renewed efforts to secure volunteers through The Pump and word of mouth. **(noted)**
- iv) **Discretionary Gully Service.** There had been no change in circumstances since the last Council Meeting. There had been an indication that the gully crew would visit during week commencing 11th August. It was important that they concentrated on The Green and Dauntsey Lock. **(noted)**
- d) **Parish/Community Website/Social Media:** Members were asked to consider their contact details and website information following the Elections. All Council Members had a Gov.uk email address that if they wished could be diverted to a preferred address. At this time the preference was for diversions to be in place. **(noted)**
- e) **Asset Register:** There was no update on this occasion. **(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 the 8th July 2025 in Charlton Village Hall. The next Area Board Meeting was scheduled for the 7th October 2025 at 7.00pm in a venue to be notified. **(noted)**
- k) **Dauntsey Community Emergency Plan - Emergency Planning:** There had been no change in circumstances since the last Council Meeting. The Council had been reminded by Wiltshire Council that they should have an up to date Community Emergency/Flood Plan. Having an adopted and registered Emergency Plan would not stop emergencies occurring, but actions within the Plan by the community, may help reduce the impact. The Council was 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, the Church and the Public House. **(noted)**
- l) **Defibrillator Project:** There was no update required. **(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)**

19/25 HIGHWAY MATTERS

The Council considered the following Highway related matters

- a) **Parish Stewards Programme/ Requirements:** Issues still needed reporting by Council Members and also by the MyWilts App system. Parish Steward visits were scheduled for the 25th September, 28th October, 27th November and 18th December 2025. The Parish Steward Scheme Scope of Works had been received and circulated for information. **(noted)**
- b) **Rights of Way:** The Clerk reported that the Council had received an approach from a Malmesbury resident who had attempted to use Footpath Dauntsey 18. The Council's previous Footpath Warden had identified issues with the footpath and had provided a report detailing the problems. There was a need to seek landowners that were involved to be able to start the process identified in Minute 17/25 (m) above. **(noted)**
- c) **Highway Conditions and Maintenance:**
 - i) **Highway Maintenance Requirements.** There had been no change in circumstances since the last Council Meeting. **(noted)**
 - ii) **Old Sodom Lane replacement sign.** There had been no change in circumstances since the last Council Meeting. **(noted)**
 - iii) **Village Entrance B4069 Swallett Gate visibility splays.** There had been no change in circumstances since the last Council Meeting. **(noted)**

20/25 ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting had been held on Monday 7th April 2025 in the Lower School Hall. There had been a legal requirement to hold the Annual Parish Meeting between 1st March and 1st June each year. Minutes would be produced in due course. In the interim some suggested issues raised for the Council to consider had been, 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. **(noted)**

21/25 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Speed limits on the B4069 and in Sodom Lane.

There were further no issues raised.

22/25 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 6th October 2025 at 7.00pm in Lower School Hall.** Notice would be given of any change in circumstances.

Signed:
Chairman, Dauntsey Parish Council

Date: **6th October 2025**