

DAUNTSEY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Brinkworth Earl Danby's Lower School Hall, Dauntsey

3rd November 2025

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

Also Present: Wiltshire Councillor Elizabeth Threlfall, 3 members of the public 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 matters. She highlighted several Consultations that were taking place including the Gypsies & Traveller Site Allocations Plan and the Speed limit Review for the local road network following the re-opening of Lyneham Banks. She also advised that Wiltshire Council also had a Consultation on their Business Plan. Wiltshire Council had agreed free Blue Badge parking in Council Car Parks and had also adopted the Wiltshire & Swindon Local Nature Recovery Strategy.

There were no further Reports.

23/25 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

24/25 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.

25/25 MINUTES Members were circulated with the Draft Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Annual Council Meeting held 4th August 2025. **Cllr C Farr proposed, Cllr P Blakiston seconded and RESOLVED UNANIMOUSLY**

- b) The Council received, approved and signed as a true record the Minutes of the Council Meeting held 4th August 2025. **Cllr C Farr proposed, Cllr P Blakiston seconded and RESOLVED UNANIMOUSLY**

26/25 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/2025/06917 – Householder Planning Permission
Partial removal and taking down of unsafe walls to first floor level to the fire damaged Grade II Listed Idover Demesne Farmhouse
Idover Demesne Farm, Dauntsey, Chippenham SN15 4JJ

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/2025/07144 – Listed Building Consent (Alt/Ext)
Partial removal and taking down of unsafe walls to first floor level to the fire damaged Grade II Listed Idover Demesne Farmhouse
Idover Demesne Farm, Dauntsey, Chippenham SN15 4JJ

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

- c) PL/2 PL/2025/06244 – Removal/Variation of Conditions
Variation of condition 2 (approved plans) on PL/2022/02342 to allow design changes
Little Smithcott Barns, Dauntsey, Chippenham 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/2025/04541 – Full Planning Permission
Steel portal framed building to cover existing silage area
Union Farm, Dauntsey, Chippenham, Wiltshire SN15 4HW

For Mr Joseph Kinder **Approved with Conditions 13th August 2025**

- b) PL/2025/06962 – Full Planning Permission
The applicant seeks to erect an agricultural building for machinery storage. The building will be located within the existing farmyard and the building will be of similar construction to the existing farm buildings on site
Grangewood Farm, Dauntsey, Chippenham, Wiltshire SN15 4JL
For Mr Geoff Glover **Approved with Conditions 16th October 2025**
- c) PL/2025/02123 – Full Planning Permission
Erection of 2 No. timber tourist lodges and formation of 1 No. fishing lake and 1 No. stock pond
Olive Mead Fishing Holidays, Olivemead Lane, Dauntsey
For Mr & Mrs S Wealthall **Approved with Conditions 13th October 2025**
- d) PL/2025/07121 – Prior Notification-Building
One agricultural machinery barn and one agricultural hay/straw barn
Barn Farm, Sodom Lane, Dauntsey, Chippenham SN15 4JA
For Mr G Turner **Prior Approval Granted 17th October 2025**
- e) PL/2023/10077 – APP/Y3940/W/25/3371113
Construction and operation of a renewable energy park comprising ground Mounted solar photovoltaics (PV) together with associated infrastructure, access landscaping and cabling
Land West of Lyneham Substation, West of Dauntsey Lock, Wiltshire
For Exagen Development Limited

Following the refusal of planning permission the decision had been appealed and a Planning Inspectorate Hearing would take place commencing on the 16th December 2025 at 10.00am at Wiltshire Council's Monkton Park Offices, Monkton Hill, Chippenham SN15 1ER. The Council had previously responded, and those representations would be considered by the Inspector as part of background documentation. (**noted**)

- f) Wiltshire Gypsies and Travellers Development Plan Document Update (DPD).

Notification had been received that Wiltshire Council was re-commencing the process following the deferment of a decision and as part of the review they were re-opening their "call for sites" until the 21st November 2025 giving the opportunity for landowners to submit sites for assessment .and potential allocation in the revised DPD. **The Council agreed that** there were no suitable sites within the Parish.

- g) Wiltshire Local Plan 2020-2038 Examination – Notification of Stage 2 & 3 Arrangements.

The Council had been advised that in response to the Regulation 19 Consultation the next stages of the Local Plan Examination process would commence with the Stage 2 Hearing sessions from 10.00am on the 11th November to 13th November 2025 and 2nd December to 4th December 2025 with Stage 3 Hearings commencing from 10.00am on the 10th February to 12th February 2026, Tuesday 3rd March to 5th March 2026 and 17th March to 19th March 2026. All being held at Emmanuel's Yard, Church Street, Trowbridge BA14 8RZ. There had been a deadline for written statements of

the 20th October 2025 for Stage 2 matters and the 21st November for Stage 3 matters. The Council had previously responded and those representations would be considered by the Inspectors. **(noted)**

There were no further planning related matters.

27/25 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)**

SLCC. Membership fees. 25/26 Inv MEM254618-1	01.08.25	£ 229.00
Black Nova Designs.Website Domain renewal 25/26 Inv 28456	18.09.25	£ 48.00

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

Greenscape Services. Grass cutting contract Inv SI-17869	20.08.25	£ 302.81
Greenscape Services. Grass cutting contract Inv SI-17938	20.09.25	£ 302.81
Greenscape Services. Grass cutting contract Inv SI-17986	20.10.25	£ 302.81
Autospeedwatch. Device Repair costs Inv 553	03.10.25	£ 86.98
Autospeedwatch. Membership data fees 25/26 Inv 554	03.10.25	£ 214.80
Martin Perrett. Bench & Notice Board repairs. Inv 391	12.09.25	£ 415.00
RoSPA Play Safety Ltd. Annual Inspection 2025 Inv 92254	12.09.25	£ 172.80
Black Nova Designs. Website renewals 25/26 Inv 28881	19.10.25	£ 120.00
Wiltshire Council. Elections Fees Inv 92051877	14.10.25	£ 190.00
Wiltshire Council. Elections Fees Inv 92051887	14.10.25	£ 190.00
Wiltshire Council. Elections Fees Inv 92052015	14.10.25	£ 130.00
ElanCity. Extended Warranty. Inv SAJ-UK/2025/02728	18.08.25	£ 61.50
PKF Littlejohn LLP. AGAR services Inv SB20252963	30.09.25	£ 378.00

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 2.	23.09.25	£ 12,750.00
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- d) **Bank Account Balance:**

The Council noted that the Lloyds Bank Account No 02333109 balance at 25th September 2025 was £ 52,840.98 **(noted)**

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

Members recalled that on the 4th August 2025 they had approved the AGAR Return for submission to the External Auditor, PKF Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Council had now been advised that the review was complete and that PKF had confirmed that there were no matters of

concern except that it had not been possible to comply with the Public Rights of Inspections period and the submission of the AGAR Return as there was no Parish Council at that time. The Clerk confirmed that he had published the Notice of Conclusion of Audit on the Council website as required on the 30th September 2025. **(noted)**

28/25 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. Since the Council had last met a device had been damaged and required repairing. The Autospeedwatch subscription renewal had also been paid. Cllr Blacker reported that both the P&CC and Chief Constable had indicated at the last Area Board Meeting that Wiltshire Police would not accept data collected from the devices. **(noted)**
- b) **Speed Identification Devices (SIDs).** See also Minute 28/25 (a) above. The Council had renewed the Warranty Period for a SID since the Council had last met. The Council discussed the benefits of the existing SID devices and the limited time offer from ElanCity for a two-device package and **the Council agreed that** it would be advantageous if four devices were purchased that could cover the whole Parish. **Cllr C Farr proposed, Cllr Mrs E Blacker seconded and RESOLVED UNANIMOUSLY**
- c) **Community Speedwatch Team.** The Community Speedwatch Team was no longer active and to reinstate there was a need to request LHFIG to carry out a highway survey to ascertain if local circumstances met the required threshold for the formation of a new CSW Team. The Clerk would submit the required application. **(noted)**
- d) **Wilts & Berks Canal Trust.** Since the Council had last met MCC & FL Branch Meetings had been held on Tuesday the 19th August, 16th September and 21st October 2025 at The Rachel Fowler Centre, Melksham. The Agenda, Management Reports and Minutes had all been circulated during that period, to Council Members. Cllr P Blakiston had met with the Trust Chief Executive and received a briefing on future plans. **(noted)**
- e) **Wilts & Berks Canal Trust.** Since the Council had last met the August and September online editions of the “On the Button” Magazine had been received and circulated to Council Members, also the Autumn Issue of the Dragonfly Magazine. The October edition of “On the Button” had just been received and circulated. **(noted)**
- f) **Wilts & Berks Canal Trust.** Since the Council had last met the Annual General Meeting had been held on Saturday 18th October 2025 at 1.30pm in East Challow Village Hall, Wantage OX12 9SR. The Agenda and Reports had been circulated to Council Members. **(noted)**
- g) **Parish Council Database.** The Clerk reported that there had been no change in circumstances since the Council had last met. **(noted)**
- h) **Local Highway and Footway Improvement Group (LHFIG).** The last LHFIG Meeting had been held on Tuesday 15th October 2025 via TEAMS. The Meeting

Notes had been received and circulated. Cllr C Farr updated the Council on his attendance making reference to the significant amount of budget underspend for the year to date. The next LHFIG Meeting was scheduled for Tuesday 27th January 2026 at 5.00pm. **(noted)**

- i) **Wiltshire Neighbourhood Watch Association AGM.** Since the Council had last met the Council had been advised that this would take place on Saturday 18th October 2025 at Wiltshire Police HQ, Devizes at 10.00am. Guest Speakers had been the Chief Constable, Catherine Roper and Philip Wilkinson, Police & Crime Commissioner. Since then the new Chair of the Association, Rob Greenwood, had written to Parish Councils seeking assistance in NWatch activities in their respective Parishes. **(noted)**
- j) **Wiltshire Council Briefing Note 25-07.** The Council had received a Briefing Note in regards to new Bus Stop Infrastructure Funding and Emerging Processes for Requests. The Council would respond to the Consultation advising that there was a “Stop” at The Green and St James. Neither had bus shelters. **(noted)**
- k) **Wiltshire Council PEAS 25/26.** The Council had received the annual request for the coming winter season planning requirements. Requests should have (in theory) be submitted by the 12th September 2025. Local storage areas would need agreeing and other areas would need to be found so that the whole Parish was supported. **(noted)**
- l) **“Oaks at 80” Project.** The Great Western Community Forest had launched a project to plant Oak trees to commemorate the end of World War II. **The Council agreed** to take part and would request a grant for a tree.
- m) **Flood Wessex Lunch & Learns Sessions.** The Council had received invitations. Future online Sessions were planned for 13th November and 27th November 2025 and the 22nd January 2026 and details had been provided. **(noted)**
- n) **Wessex Water – Community Drop-in.** The Council had been advised that Wessex Water were holding sessions to allow customers to come and talk to them about water related issues, including bills. Local sessions were planned for 16th September and 18th November 2025 at 10-12am and 1-2pm in Chippenham Library, Market Place, Chippenham. **(noted)**
- o) **Community Governance Review (CGR).** Notification had been received that the Electoral Review Committee of Wiltshire Council would be considering future CGR’s that should be conducted every 10-15 years or as circumstances require. The Council was not being asked for their opinion on potential changes but for the Clerk to provide factual information to advise if their Parish should be prioritised for review. Also if they wished to request any changes. The CGR would take place whether the Council wished it to, or not, and the Council could have been proactive rather than re-active in suggesting changes that may reduce negative situations. The Clerk had responded within the timescale to advise that the Council considered that no review was necessary at this time. **(noted)**
- p) **Wiltshire & Swindon Local Nature Recovery Strategy (LNRS).** From previous reports and consultations the Council was aware of the lengthy process to date and had been advised that the LNRS was now progressing to its adoption and publication process. During October Wiltshire Council would consider its adoption, publication and submission to DEFRA. Once adopted the LNRS will

enter its delivery stage. Wiltshire Council had provided an update for Parish Councils. **(noted)**

- q) **Wiltshire Council Briefing Note 25-08.** The Council had received a Briefing Note in regards to the Gypsies and Travellers DPD and a call for sites. **(noted)**
- r) **Wiltshire Council Strategic Planning – Call for Sites.** The Council, further to Minute 28/25 (q) above had received further information and a call for sites. A response had been required by the 21st November 2025. The Council had considered the matter earlier in the Council Meeting (Minute 26/25 (f) refers).
- s) **Wiltshire Council – Notification of Temporary Road Closures – Upcoming Consultation on Speed and Weight Restriction Proposals.** Following the re-opening of the B4069 consideration was now being given to the impact on the surrounding local road network and whether temporary limits could be retained. The Parish Council had already expressed views on the retention of limits. The Council had now been advised that assessments had been made and results had been provided. There was likely to be a Traffic Order Consultation and the Council would be advised when this was taking place. The Council welcomed the proposals. **(noted)**
- t) **Wiltshire Operational Flood Group North.** Since the Council has last met the Flood Group had met on the 18th September 2025 and the 20th October 2025 in the Council Chamber, Monkton Park and by TEAMS. Cllr C Farr reported on his attendance. **(noted)**
- u) **Member’s Actions.** The Council Chairman had circulated an Action List following the last Council Meeting as an aid to Members. An update listed would be circulated. **(noted)**
- v) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** As reported at the last Council Meeting 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)**

29/25 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. **(noted)**
 - ii) **Council Member Inspection Rota.** There was a need to agree a future inspection rota once the Council Membership had increased. In the meantime Cllr C Farr would cover November and Cllr Mrs E Blacker December 2025 and Cllr P Blakiston January 2026. **(noted)**
 - iii) **RoSPA Inspection 2025.** The Council had received the Playsafety Ltd annual inspection report. The Council would assess any critical remedial works identified. **(noted)**

- iv) **General Works.** The Council had been advised that some “campers” had lit a fire at the Recreation Ground and caused a scorched patch of grass. Fortunately the area had now naturally grassed over. Consideration would be given to whether the existing entrance signage was sufficient to deter similar future problems. **(noted)**
- b) **Notice Boards:** it was reported that the remedial works to the Oak notice boards throughout the Parish had been completed. **(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 reported to the Wiltshire Flood Group, including the Old Sodom Lane highway ditch linking the M4 to Dauntsey Brook that had for the most part disappeared. **(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 once the Council had increased Council Membership. **(noted)**
- d) **Parish/Community Website/Social Media:** Members were asked to consider their contact details and website information. **(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 7th October 2025 in Minety Village Hall, Hornbury Hill, Minety SN16 9QH. The next Area Board Meeting was scheduled for the 9th December 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. **(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)**

30/25 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 27th November and 18th December 2025 and the Parish Steward needed to be informed of required works. A Template is available to register the top five priorities **(noted)**
- b) **Rights of Way:** There had been no change in circumstances since the last Council Meeting. **(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 and the Clerk would contact Martin Rose at Wiltshire Highways for an update. **(noted)**
 - iii) **Village Entrance B4069 Swallett Gate visibility splays.** There had been no change in circumstances since the last Council Meeting. **(noted)**
 - iv) **School Parking.** The issue of double parking outside of the School had become a problem by interrupting traffic flow. This was a Police enforcement matter and the Parish Council had no Powers to control the issue but could act as a conduit between parties and would ask the School to intervene.

31/25 COUNCIL MEMBER VACANCIES:

Pursuant to Minute 04/25. Following the Parish Council Election process the Parish had an un-contested Election when only 3 eligible persons were nominated leaving 4 Vacancies that needed to be filled by co-option. The Council had advertised locally, and three eligible Parishioners were in attendance. All indicated that they wished to be considered. **The Council agreed that** all three would be co-opted at the next Council Meeting to be held on Monday 5th January 2026.

32/25 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Parish Council Budget and Precept Requirement 2026-2027. To meet the Wiltshire Council timescale the Council would need to consider their Budget at the next Council Meeting and provide Wiltshire Council with their Precept Requirement for the year. Members would be circulated with Budget consideration details.

There were further no issues raised.

33/25 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 5th January 2026 at 7.00pm in Lower School Hall**. Notice would be given of any change in circumstances.

Signed:
Chairman, Dauntsey Parish Council

Date: **5th January 2026**