

DAUNTSEY PARISH COUNCIL

www.dauntseyparishcouncil.gov.uk

6th May 2026

Dear Councillor,

You are summoned to a **Meeting of the Dauntsey Parish Council**, to be held on **Monday 11th May 2026** 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 2nd March 2026. **(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)

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/2026/ 00976 – Listed Building Consent (Alt/Ext)
Repair of degraded beam bearing
Peterborough Arms, Dauntsey Lock, Chippenham SN15 4HD
For Mr Dave Maloney – Wilts & Berks Canal Trust **Approved 22nd April 2026**
- b) PL/2024/01783 – Full Planning Permission
Erection of Replacement Dwelling
Upper Dauntsey Lodge Farm, Sodom Lane, Dauntsey, Chippenham SN15 4JA
For Mrs E Phizacklea **Approved with Conditions 1st May 2026**

There are no further planning matters to report at the time of Agenda publication.

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

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

Information Commissioner. Data fees 26/27	19.03.26	£ 52.00
Earl Danby's School. Hire of Meeting Room. Inv LS266 04.03.26	19.03.26	£ 104.00
Black Nova Designs Email changes. Inv 30956	30.03.26	£ 717.98
Black Nova Designs Email changes. Inv 30957	30.03.26	£ 240.00

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

Greenscape Services Ltd. Grass cutting contract Inv. SI-18238	20.03.26	£ 314.92
Greenscape Services Ltd. Grass cutting contract Inv. SI-18267	20.04.26	£ 314.92
WALC. Membership fees. 26/27 Inv WALC-1055	01.04.26	£ 267.85
Community First. Membership fees 26/27	01.04.26	£ 40.00
Dauntsey Phoenix CIC. Advertising charges 26/27 Inv 459	06.04.26	£ 350.00
Community First. Zurich Insurance renewal 26/27	01.06.26	£ 864.89

- c) Receipts: To note Receipt/s since the last Council Meeting. **(to note)**

Wiltshire Council. Precept 26/27 tranche 1.	17.04.26	£ 13,750.00.
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- d) To note Bank Account Balance/s: **(to note)**

Lloyds Account No. 02333109	30 th March 2026	£ 30,610.38*
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*Any later balance will be reported at the Council Meeting

- e) Annual Governance and Accountability Return Year Ending 31st March 2026

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 2026. 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 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 or No in the 10 tick boxes. Question 9 is N/A. The Section 2 Accounting Statement (Page 5) is completed and signed by the Clerk and Chairman. **(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. **(to note) (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 17th March and 21st April 2026 at The Rachel Fowler Centre, Melksham. The Agenda, Management Reports and Minutes have all been circulated. The next Branch Meeting is to be held on Tuesday 19th May 2026 at the same venue. **(to note)**
 - e) **Wilts & Berks Canal Trust.** Since the Council has last met the March and April 2026 online editions of the “On the Button” Magazine has been received and circulated. **(to note)**
 - f) **Wilts & Berks Canal Trust.** The Council has received notification that the MCC Branch Summer Dinner will be held on Wednesday 10th June 2026 – 6.30 for 7pm at The Bell Inn, Lacock. Details have been circulated. **(to note)**
 - g) **Parish Council Database.** To consider any updates, including any further requirements and actions. **(For Decision)**
 - h) **Malmesbury Local Highway and Footway Improvement Group (LHFIG).** The LHFIG Meeting scheduled for the 14th April 2026 was cancelled and the next LHFIG Meeting is scheduled for Tuesday the 2nd June 2026 at 5pm. via TEAMS. **(to note) (For Decision)**
 - i) **WALC- Environment Network.** The Council will recall the Clerk attended the first meeting of this Network and can now update the Council. Attached is a brief summary and the presentations received. **(see attached) (to note)**
 - j) **Wiltshire Operational Flood Group North.** The Flood Group last met on Wednesday 18th March 2026. The date scheduled for the next Flood Group Meeting is the 20th May 2026. Further Meetings are scheduled for 22nd July, 23rd September and 11th November 2026. **(to note) (For Decision)**
 - k) **Member’s Actions.** The Council Chairman has produced and circulated an Action List following the last Council Meeting as an aid to Members. **(see attached) (to note) (For Decision)**
 - l) **Defibrillator Provision within the Parish.** To receive any updates. S W Ambulance Trust held a joint training session at the Goss Croft Hall, Upper Seagry on the 14th April 2026 as part of the leasing arrangement. Joint sessions have been held as there has been no interest locally. The Council has leased two defibrillators for some years now and the Trust is no longer renewing leases and are gifting the defibrillators to Parishes. It will be necessary for the Council/volunteers to oversee the maintenance and cover costs involved to retain the existing defibrillators. When originally installing the Council was aware that there were/would be gaps in the provision as minimum distance, then given as 200 metres, could not be met and it was decided that some provision was better than none, hence the siting at Earl Danby’s School and the Wilts & Berks Canal Trust at The Peterborough Arms where the required power supply and overseeing could be achieved. The Council might wish to consider further provision within the Parish and prepare a long-term plan to cover further areas of the Parish, including registering each on “The Circuit”. Registration means that emergency callers may be directed to the nearest defibrillator. It has to be said that local people should be well aware of where existing defibrillators are positioned but it would be timely to remind all through The Pump and other means. **(to note) (For Decision)**
 - m) **Wiltshire Council Briefing Note 26-02.** The Council has received a Briefing Note in regards to the Revamp Your Tank project. **(see attached) (to note)**
 - n) **Wiltshire Council Briefing Note 26-03.** The Council has received a Briefing Note in regards to the revision of the Service Devolution & Asset Transfer Policy. To allow sufficient time for feedback the informal consultation period was extended to the 1st May 2026. **(see attached) (to note)**
 - o) **Wiltshire Council Guidance for Parish and Town Councils on receiving and use of CIL Funds 2026.** The Council has received this year’s update. **(see attached) (to note)**

- p) **Wiltshire Council Briefing Note 26-04.** The Council has received a Briefing Note in regards to the Crisis and Resilience Fund 2026 (CRF). The briefing outlines the transition from the Household Support Fund (HSF) to the new (CRF) and the support available to residents etc. **(see attached) (to note)**
- q) **St James the Great PCC – Section 137 Grant.** The Council has on occasion provided a grant towards the costs of the grass cutting of the Open Churchyard at St James the Great Parish Church. Previously a donation of around £200.00 has been given. A request has been received for support. **(For Decision)**
- r) **Dauntsey Phoenix CIC – Section 137 Grant.** The Council has provided a grant towards the costs of the production of The Pump for many years. A request has been received for support for this financial year. Previously a donation of £500.00 has been given. Members will recall a decision made at a previous Meeting whereby support in kind would be offered this year. With this in mind it is suggest3ed that a donation of £150.00 would be appropriate this year. **(For Decision)**
- s) **Register of Interests.** Council Members are reminded that by Law this should be completed on the Wiltshire Council website within 28 days of being elected/co-opted or when they have any change in circumstances. The Clerk will provide log-in and password details again, should this be required. **(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. **(to note) (For Decision)**
 - iii) RoSPA Inspection 2025. The Council received the Annual Inspection Report in September 2025. It was re-circulated to all Council Members for information. To consider any outstanding actions required. **(For Decision)**
 - iv) General Works. To receive any updates and to consider and agree actions required. **(For Decision)**
 - v) Verge Maintenance. To receive any updates. **(to note) (For Decision)**
- b) Notice Boards – To raise general issues and receive any updates. **(to note) (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. **(to note) (For Decision)**
 - ii) Flooding issues generally. A comprehensive map of the Parish to identify Riparian owners still needs to be resolved. **(to note) (For Decision)**
 - iii) Highway ditches in the Old Sodom Lane area. To receive any updates. **(to note) (For Decision)**
 - iv) Flood Warden Scheme. To receive any updates. **(to note) (For Decision)**
 - v) Highway drainage/ditches in the Great Middle Green Farm area. To receive any updates. **(to note) (For Decision)**
 - vi) Highway Gulleys/Grips. To receive any updates. **(to note) (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. **(For Decision)**
- e) Asset Register – To receive any updates. **(to note)**
- f) School Liaison – To receive any updates. A recent Newsletter has been received. **(to note)**
- 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 17th February 2026 at 7.00pm in Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB. Future dates are scheduled for 30th June and 17th November 2026 and 23rd March 2027. **(to note) (For Decision)**
- k) Dauntsey Community Emergency Plan. To monitor and to consider any updates that may be required. 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. The matter was raised at the Annual Parish Meeting. **(to note) (For Decision)**
- l) Defibrillator Project. To raise general issues and receive any updates. The SW Ambulance Trust held a joint PC training session on the 14th April 2026 in the Goss Croft Hall, Upper Seagry. An earlier Agenda item refers to future Defibrillator provision in the Parish. **(to note)**
- m) Neighbourhood Watch/Community Safety. To receive any updates. The matter was raised at the Annual Parish Meeting. **(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 June, 28th July, 28th September, 28th October, 26th November and 21st December 2026. However, the Council is aware that the service had been suspended for a concentration on highway pothole repairs throughout the County. **(to note)**
- b) Rights of Way – To raise general issues and receive any updates. **(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)**
 - iv) Overgrown highway hedges. Minute 52/25 (c) (iv) refers. **(to note) (For Decision)**
 - v) Highway Verge Cutting. Minute 52/25 (c) (v) refers. **(to note) (For Decision)**

8. **ANNUAL PARISH MEETING 2026:** The Annual Parish Meeting was held on Monday 13th April 2026 at 7.30pm in the Lower School Hall. Notes from the APM will be produced in due course. To receive any updates. A conversation held with the School Head Teacher raised the potential for more community use of the School Community Hall, as occurred many years ago and Members may wish to consider possible events that could encourage community support. **(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 next Full Council Meeting is scheduled for **7.00pm, Monday 6th July 2026**. However, Members should note that **Monday 1st June 2026** is scheduled for a Planning Meeting and Notice will be given if this Meeting is required. **(to note)**