

# Dilton Marsh Parish Council

**Clerk to the Council: Ms Nicola Duke**  
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## DILTON MARSH PARISH COUNCIL

Minutes of a meeting of the Parish Council on **Thursday 15<sup>th</sup> June 2017** at the Memorial Hall, Dilton Marsh at 7.30 pm

**Present :** Cllr Irving (Chair), Cllr Johnson, Cllr Jarvis, Cllr Howells, Cllr Morland, Cllr Roberts and Cllr Hutt

**In attendance:** Nicola Duke (Parish Clerk), CMS Architects and 1 member of the public

### Public Forum

CMS Architects had attended the meeting to present proposed plans for development at the bottom of Petticoat Lane. Plans were tabled and spoken to. Members expressed general, in principle, agreement with the proposals as tabled although it was noted this would be subject to receipt of final plans.

2244	<b>Apologies for absence</b> Cllr Harris had presented apologies for absence due to an engagement elsewhere, which were accepted. Cllr Short had presented apologies for absence due to holiday, which were accepted.
2245	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Morland declared an interest in the planning application for the housing development off Dartmoor Road in Westbury as a member of Westbury Town Council.
2246	<b>Election of Vice-Chair</b> Members considered the election of the Vice-Chair for the municipal year 2017/2018, which had been deferred from the AGM in May 2017. It was agreed to defer the item again until the Council vacancies had been filled (proposed Cllr Morland, seconded Cllr Johnson).
2247	<b>Co-option of Parish Councillors</b> Following the Ordinary Election of 4 <sup>th</sup> May 2017 members considered the co-option of parish councilors to fill the two vacant seats. The clerk reported that the parish council had not received any expressions of interest. The clerk would re-advertise the vacancies in the Dilton News.
2248	<b>Minutes</b> The minutes of the meeting of the Parish Council held on <b>20<sup>th</sup> April 2017</b> were approved for accuracy and adopted (proposed Cllr Jarvis, seconded Cllr Howells).
2249	<b>Parish Council reports</b> <ul style="list-style-type: none"><li>• Wiltshire Councillor Jerry Wickham – had presented his apologies due to his required attendance at the Area Board meeting. The council noted the clash with the parish council meeting and it was agreed to ask the clerk to write to Wiltshire Council regarding this. The clerk would also forward the agenda for future Area Board meetings when received.</li><li>• Community Policing Team – no report had been received. Cllr Harris was attending the next meeting week commencing 19<sup>th</sup> June 2017.</li><li>• Community Area Board – the meeting was taken</li><li>• Community Area Transport Group – the next meeting was scheduled for July.</li></ul>
2250	<b>Maintenance contracts</b> The clerk had circulated a report regarding quotations for the parish maintenance contact for 2017/2018 and it was proposed by Cllr Irving, seconded by Cllr Johnson and resolved to re-appoint Mr Gunther at a cost of £2,000 per annum.

2251	<p><b>Parish Council Insurance 2017/2018</b></p> <p>The clerk had circulated a report on the renewal of the Annual Insurance Policy. It was proposed by Cllr Irving, seconded by Cllr Johnson and resolved to approve the renewal of the insurance policy with Zurich Municipal at a cost of £955.55.</p>			
2252	<p><b>Planning applications</b></p> <p>a) To resolve the Council's comments on applications received and not previously responded to as listed below – none had been received at time of issue.</p> <p>b) To agree the comments to be sent to Wiltshire Council in respect of any planning applications received after 6 June 2017:</p> <p><b>17/04677/CLE</b> The Studio Apartment, Clivey Gate Toll House – change of use to C3 dwelling house  <b>17/04678/CLE</b> The Garden Flat, Clivey Gate Toll House – change of use to C3 dwelling house</p> <p>Following debate it was proposed by Cllr Morland, seconded by Cllr Hutt and resolved to object to the applications on the grounds that the parish council does not believe the requirements to prove the use have been established.</p> <p>It was noted that the Council had received a letter from Wiltshire Council regarding variations to the plans for a housing development at Dartmoor Road, Westbury. Members did not feel that the changes affected their previously resolved objection to the plans, which still stood. The clerk would re-iterate the parish council's objections to the Local Planning Authority, stating that the variations did not affect the council's previous stance on the application.</p>			
2253	<p><b>Planning decisions, appeals and enforcements</b></p> <p>To note planning and enforcement decisions, notices and updates as listed:</p> <table border="1" data-bbox="220 1052 1448 1220"> <tr> <td data-bbox="220 1052 456 1220">17/02611/OUT</td> <td data-bbox="456 1052 769 1220">Land East of 19 Clivey</td> <td data-bbox="769 1052 1448 1220">Outline application for private commercial swimming pool with appearance and landscaping reserved  Refused</td> </tr> </table>	17/02611/OUT	Land East of 19 Clivey	Outline application for private commercial swimming pool with appearance and landscaping reserved  Refused
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2254	<p><b>Finance</b></p> <p>a) The clerk reported that the necessary forms to carry out the changes required to the banking arrangements had been received, completed and signed.</p> <p>b) Council expenditure as listed below was approved (proposed Cllr Johnson, seconded Cllr Roberts).</p> <p>c) Members considered establishing standing orders for regular payments such as HMRC for PAYE and the clerk's salary. Following discussion it was proposed by Cllr Irving, seconded by Cllr Jarvis and resolved that standing orders be established as above.</p> <table border="1" data-bbox="261 436 1546 1155"> <thead> <tr> <th>Payee</th> <th>Detail and statutory authority</th> <th>Amount</th> <th>Cheque</th> </tr> </thead> <tbody> <tr> <td>N Duke</td> <td>Clerks salary June 2017 <i>LGA 1972 s 112</i></td> <td>£437.80</td> <td>1552</td> </tr> <tr> <td>N Duke</td> <td>Clerks expenses June 2017 <i>LGA 1972 s 111</i></td> <td>£42.43</td> <td>1554</td> </tr> <tr> <td>HMRC</td> <td>PAYE June 2017 <i>LGA 1972 s 112</i></td> <td>£109.60</td> <td>1553</td> </tr> <tr> <td>Aspire Defence</td> <td>Advance payment June issue Dilton News <i>LGA 1972 s 111</i></td> <td>£40.43</td> <td>1560</td> </tr> <tr> <td>Dilton Marsh Memorial Hall</td> <td>Hall hire May 2017 <i>LGA 1972 s 133</i></td> <td>£25.00</td> <td>1555</td> </tr> <tr> <td>Jack Luxford</td> <td>Reimburse cost of domain name <i>LGA 1972 s 111</i></td> <td>£30.00</td> <td>1556</td> </tr> <tr> <td>Diane Abbott</td> <td>Internal Audit service 2016/2017 <i>LGA 1972 s 150</i></td> <td>£50.00</td> <td>1557</td> </tr> <tr> <td>Alison Irving</td> <td>Reimburse cost of bouncy castle for village day <i>LGA 1972 s 145</i></td> <td>£60.00</td> <td>1558</td> </tr> <tr> <td>Zurich Municipal</td> <td>Insurance renewal cost 2017/2018 – agreed under agenda item 2251 <i>LGA 1972 s 111</i></td> <td>£955.55</td> <td>1559</td> </tr> </tbody> </table>	Payee	Detail and statutory authority	Amount	Cheque	N Duke	Clerks salary June 2017 <i>LGA 1972 s 112</i>	£437.80	1552	N Duke	Clerks expenses June 2017 <i>LGA 1972 s 111</i>	£42.43	1554	HMRC	PAYE June 2017 <i>LGA 1972 s 112</i>	£109.60	1553	Aspire Defence	Advance payment June issue Dilton News <i>LGA 1972 s 111</i>	£40.43	1560	Dilton Marsh Memorial Hall	Hall hire May 2017 <i>LGA 1972 s 133</i>	£25.00	1555	Jack Luxford	Reimburse cost of domain name <i>LGA 1972 s 111</i>	£30.00	1556	Diane Abbott	Internal Audit service 2016/2017 <i>LGA 1972 s 150</i>	£50.00	1557	Alison Irving	Reimburse cost of bouncy castle for village day <i>LGA 1972 s 145</i>	£60.00	1558	Zurich Municipal	Insurance renewal cost 2017/2018 – agreed under agenda item 2251 <i>LGA 1972 s 111</i>	£955.55	1559
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2255	<p><b>Highways and Environment</b></p> <p>a) To note any progress on highway and environment projects – members discussed the potential highways works at the Hollow and it was agreed to consider establishing a working group to review this. The clerk would refer this to the July meeting of the council so that members could be appointed.</p> <p>b) To consider proposals for traffic management works at Tower Hill – Cllr Wickham had reported that these would be presented to the July meeting of the parish council. The clerk confirmed that information on this agenda item would be included in the June issue of Dilton News.</p> <p>c) To note any matters needing attention and to agree the actions necessary – Cllr Morland spoke regarding the Clivey scheme, expressing concern that the footway remained unusable due to the location of a telephone pole in the middle of the path. It was noted that contractors had visited the site but no action had been taken to date. The clerk would chase Wiltshire Council on this matter.</p>																																								
2256	<p><b>Parish Projects</b></p> <p>a) Alan Powell Lane resurfacing – the clerk had provided quotations for the required resurfacing of the lane and information on funding allocations for the project. It was proposed by Cllr Irving, seconded by Cllr Hutt and resolved to appoint Valletta at a cost of £3,080 plus vat. It was also resolved that the cost of the project would be met by means of a virement from unrequired funds in the budget line headed 'ex-WC functions'.</p> <p>b) Dilton Marsh Play Area – members received an update on the planned refurbishment of the toddler play area and it was reported that a site meeting had been carried out with a contractor prior to the meeting. It was reported that a further quotation had been sought in line with the consultation criteria and information would be provided once received.</p> <p>c) Parish Noticeboards – the clerk had provided an update on the planned replacement of</p>																																								

	<p>noticeboards in the parish and following debate it was proposed by Cllr Irving, seconded by Cllr Hutt and resolved that one noticeboard should be purchased at a cost of £638.59 to replace the life expired board at Fairwood Road (the station). The programme for refurbishing the other parish noticeboards would be added to the budget setting process for 2018/2019.</p>
<b>2257</b>	<p><b>Council Reports</b> To receive reports from:</p> <ol style="list-style-type: none"> <li>a) The Chairman – reported on the printing of Dilton News and the importance of ensuring copy was delivered in time for the issue of the White Horse News. The clerk reported that she would adjust the schedule for preparing and printing of the Dilton News to see if the timings could be improved consistently.</li> <li>b) Members: <ol style="list-style-type: none"> <li>a. Cllr Jarvis – spoke regarding the issue of fire safety. The Chair reported that the Fire Service provided free checks and fire alarms and it was agreed that the clerk would look into this and provide some information in the Dilton News. She also referred to the problems with parking in the village at school collection and drop off time. Cllr Jarvis further reported that the information being provided on the website regarding the post office was out of date. The Chair confirmed that any information for the website should be emailed to Mr Jack Luxford.</li> <li>b. Cllr Johnson – reported on a request from residents to replace the street name sign at the end of Petticoat Lane. The clerk would take this up with Wiltshire Council.</li> <li>c. Cllr Morland – reported that there were parking problems in Stormore which had created issues for the buses. This was noted to be due to the narrow lane.</li> <li>d. Cllr Howells – asked whether there was disabled parking available at the Hall. Cllr Hutt reported that the lines needed to be re-done and this would be discussed at the next Memorial Hall Committee meeting.</li> <li>e. Cllr Roberts – no report.</li> <li>f. Cllr Hutt – reported that Westbury Youth Club at Westbury Leigh had closed down for the summer due to a lack of volunteer support. It was noted that information on a potential youth club for Dilton Marsh had been circulated in the Dilton News, but there had been no response. It was noted that the Area Board had funding for youth services. Cllr Hutt also reported that there had been a meeting of the Neighbourhood Plan working group and it had been agreed to provide two public meeting dates to raise awareness of neighbourhood planning and seek volunteers for the required steering group. The working group next planned to meet on 18<sup>th</sup> July 2017 and the clerk would add a report to the agenda for the July council meeting.</li> </ol> </li> <li>c) The Clerk – no report.</li> </ol>
<b>2258</b>	<p><b>Correspondence</b> Members received the below additional items of correspondence:</p> <ol style="list-style-type: none"> <li>a) Dilton Marsh Carnival Committee re: booking form for Village Fete 17<sup>th</sup> September 2017 – the booking request was confirmed as detailed.</li> <li>b) Dilton Marsh Carnival Committee re: grant request for the Village Fete 17<sup>th</sup> September 2017 – it was proposed by Cllr Irving, seconded by Cllr Johnson and resolved that a grant of £200 would be allocated (<i>LGA 1972 s 145</i>) (<i>Grant budget – cheque number 1561</i>)</li> <li>c) Ms Gibbs re: highway safety issue at the top of The Hollow – it was noted that this would be referred to the Highways working group.</li> </ol>
<b>2259</b>	<p><b>Meeting schedule</b> The date and time of the next meeting was noted as Thursday 20<sup>th</sup> July 2017 at 7.30pm. <i>Please note that the parish council will recess in August.</i></p>

There being no further business the meeting was closed at 9.30 pm.