

Dilton Marsh Parish Council

Clerk to the Council: Ms Nicola Duke
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Minutes a meeting of the Parish Council held on **Thursday 21st September 2017** at the Memorial Hall, Dilton Marsh at 7.30.

Present: Cllr Irving (Chair), Cllr Short, Cllr Hutt, Cllr Harris, Cllr Jarvis, Cllr Moreland, Cllr Howells, Cllr Page, Cllr Middleton and Johnson

In attendance: Nicola Duke (Parish Clerk), Wiltshire Councillor J Wickham and 2 members of the public

Public Forum

Mrs Annie Rough – reported an issue with the layby at Lyes Grove informing the Council that the broken white line had not been reinstated and parents were using the bay for school drop off and pick up. Mrs Rough had contacted the school, Wiltshire Council and Cllr Wickham. It was agreed to include a piece in the Dilton News magazine to inform residents the layby should not be used for parking.

2273	Apologies for absence Apologies for absence had been received from Cllr Roberts, who was attending his daughter's graduation and were accepted.
2274	Declarations of Interest and Dispensations to Participate None.
2275	Co-option of Parish Councillors The individual who had expressed interest had withdrawn due to other circumstances. It was agreed to advertise the vacancies again in the Dilton News.
2276	Minutes The minutes of the Meeting of the Parish Council held on 20th July 2017 were approved for accuracy and adopted (proposed Cllr Harris, seconded Cllr Short).
2277	Parish Council reports <ul style="list-style-type: none">• Wiltshire Councillor Jerry Wickham reported on the Westbury Area Board meeting at which the parish had been awarded three grants - £5,000 for RAPID for the new play area, £1,540 for the defibrillator and £1,000 for a bouncy castle for Little Martians. Cllr Wickham drew attention to the Hisomley application which he and Cllr Moreland had spoken to at the Planning Committee. Given that Wiltshire Council was unable to demonstrate the level of need for gypsy and traveller sites the application had been approved with conditions. He also spoke regarding the Bullivant site at Petticoat Lane, which had current permission for industrial units. The site was not included in the settlement boundary and residents had expressed an interest in seeing housing at the site. Cllr Wickham sought the parish council's views as to whether it would support this. It was confirmed that the developer would intend to build less than 10 units. He expressed the view that industrial units would create more traffic than residential development. Members discussed the matter and there was a general agreement that housing would be preferred on that site. It was confirmed that the matter would be an element considered within the neighbourhood planning process.• Community Policing Team – Cllr Harris reported that a new speed camera had been received.• Community Area Board – The next meeting was confirmed as 12th October 2017 at the Laverton and it was agreed that Cllr Harris would attend.• Community Area Transport Group – The meeting was due to take place on 22nd September 2017 and there were no items relating to Dilton Marsh on the agenda.

2278	Planning applications	
	a) Members resolved the Council's comments on applications received and not previously responded to as listed below –	
	17/07387/ADV	Cuckoo's Rest Fairwood Road Dilton Marsh BA13 4EL
		Proposed roadside standing entrance sign No objection.
17/06685/FUL	Dilton Vale Farm Old Dilton Road Dilton Marsh BA13 3RA	Erection of four bay garage and granny annexe over <i>Cllr Moreland recorded that he was a member of Westbury Town Council, which had objected to the application.</i> Objection on the following grounds: <ul style="list-style-type: none"> • Inappropriate development in the curtilage of a listed building • Out of keeping with the surroundings • Overdevelopment of the site given the proposed size of the garage and the location of the granny annexe
b) Members agreed the comments to be sent to Wiltshire Council in respect of a planning application received after 14 September 2017 -		
17/08769/FUL	22a Fairwood Road Dilton Marsh BA13 4ED	Proposed side extension and reconstruction of existing roof No objection
c) Other planning matters not appearing elsewhere on the agenda – Cllr Moreland drew attention to the current Wiltshire Council consultation on settlement boundaries. It was agreed that the clerk would inform Wiltshire Council that a Neighbourhood Plan was being developed for Dilton Marsh. It was resolved to respond that the parish council did not support any changes to the settlement boundary until the Neighbourhood Planning process had been completed, noting that one site which may come forward would be the Bullivant site off Petticoat Lane (proposed Cllr Irving, seconded Cllr Moreland).		

2279	Planning decisions, appeals and enforcements	
	Members noted the below listed planning and enforcement decisions, notices and updates:	
	17/06200/FUL	Land between 8 and 10 St Mary's Lane Dilton Marsh
		Proposed two storey dwelling Approve with conditions
17/04677/CLE	The Studio Apartment Clivey Gate Tollhouse 19 Clivey Dilton Marsh	Change of use of studio apartment to separate private dwelling Approve
17/04678/CLE	The Garden Flat Clivey Gate Tollhouse 19 Clivey	Change of use of garden flat to separate private dwelling Approve

	16/11850/FUL	Land at White Horse View, Hisomley, Dilton Marsh	Application for the change of use of land to accommodate 2 no additional gypsy pitches comprising 2 no mobile homes, 2 no touring caravans, 2 no dayrooms and associated works Approve with conditions																																								
2280	<p>Neighbourhood Plan Cllr Hutt tabled a report from the Neighbourhood Plan working group on two public meetings which had been held in September (information tabled). It was reported that overall 60 residents had attended 2 meetings and 18 had volunteered to join the steering group. Cllr Hutt talked through the information which had been collated from the questionnaire (report tabled and appended to the minutes). Contact details had been taken from all those who attended so that the parish council could ensure good communication as the project went forward. A date for the first meeting of the Steering Group had been agreed as 1st November 2017. The meeting would look at how the different strands of interest and concern would be worked on.</p> <p>The working group therefore recommended that the parish council proceed with the work on the neighbourhood plan via the formation of a formal Neighbourhood Plan Steering Group. This recommendation was approved (proposed Cllr Irving, seconded Cllr Short).</p> <p>It was further resolved that the Parish Clerk be authorised to make an application for funding to Locality (proposed Cllr Irving, seconded Cllr Jarvis).</p> <p>Cllr Short offered congratulations to the working group on the achievements thus far.</p>																																										
2281	<p>Finance</p> <ul style="list-style-type: none"> a) The financial report August 2017 had been circulated to members and was noted. b) Council expenditure as listed below was approved (proposed Cllr Harris, seconded Cllr Page). c) The clerk reported that the bank mandate were still outstanding with Lloyds and a second set of documents had been returned. Signature of the previously agreed Standing Order mandates would need to be deferred until confirmation had been received that the bank mandate had been finalised. d) Members received and noted the external auditor's report for the financial year ending 31st March 2017. <table border="1" data-bbox="354 1459 1549 2011"> <thead> <tr> <th>Payee</th> <th>Detail</th> <th>Amount</th> <th>Chq no</th> </tr> </thead> <tbody> <tr> <td>Clerks Salary</td> <td>August and September 2017</td> <td>£875.80</td> <td>1567</td> </tr> <tr> <td>Clerks expenses</td> <td>August and September 2017</td> <td>£330.52</td> <td>1568</td> </tr> <tr> <td>HMRC PAYE</td> <td>August and September 2017</td> <td>£219.00</td> <td>1569</td> </tr> <tr> <td>Aspire Defence</td> <td>Advance payment September issue Dilton News</td> <td>£40.43</td> <td>1575</td> </tr> <tr> <td>Dilton Marsh Memorial Hall</td> <td>Hall hire July 2017</td> <td>£25.00</td> <td>1570</td> </tr> <tr> <td>Valletta Surfacing Ltd</td> <td>Re-surfacing works to Alan Powell Lane</td> <td>£3,696.00</td> <td>1571</td> </tr> <tr> <td>Wiltshire Association of Local Councils</td> <td>10 x copies of The Good Councillors Guide</td> <td>£38.50</td> <td>1572</td> </tr> <tr> <td>RoSPA</td> <td>Annual inspection play area</td> <td>£126.00</td> <td>1573</td> </tr> <tr> <td>W Jarvis</td> <td>Printing expenses Neighbourhood Plan meetings</td> <td>£285.00</td> <td>1574</td> </tr> </tbody> </table>			Payee	Detail	Amount	Chq no	Clerks Salary	August and September 2017	£875.80	1567	Clerks expenses	August and September 2017	£330.52	1568	HMRC PAYE	August and September 2017	£219.00	1569	Aspire Defence	Advance payment September issue Dilton News	£40.43	1575	Dilton Marsh Memorial Hall	Hall hire July 2017	£25.00	1570	Valletta Surfacing Ltd	Re-surfacing works to Alan Powell Lane	£3,696.00	1571	Wiltshire Association of Local Councils	10 x copies of The Good Councillors Guide	£38.50	1572	RoSPA	Annual inspection play area	£126.00	1573	W Jarvis	Printing expenses Neighbourhood Plan meetings	£285.00	1574
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- a) Highway and environment projects – the pole had been removed from the Clivey footpath. Cllr Jarvis reported that Wiltshire Council had a discretionary fund for pavements, which was currently under spent. Members noted that there was no dropped kerb opposite Alan Powell Lane and it was agreed to submit this request to the Area Board. Cllr Jarvis also expressed concern that the public was generally unaware of Wiltshire Council’s waste management strategy. Information had been posted on Facebook and it was agreed to include details in Dilton News and publish the relevant documents on the website. Cllr Howells reported that he had attended a meeting with Kirsty Rose at Wiltshire Council regarding the plans for work at Tower Hill. Residents had suggested a number of alterations to the plans, although there were doubts as to whether these would be included. The commencement of the works was likely to take place in December. Cllr Harris expressed concern about the closure of Tower Hill in October and the fact that the proposed diversion route (via Warminster) was unlikely to be followed. It was agreed that the clerk would write to Wiltshire Council and ask for their comments on how the diversion route would be enforced to avoid excess traffic through the High Street. It was also agreed that members would endeavour to increase community speed watch during the road closure.
- b) Members resolved the formation of a Highways and Traffic Working Group and appointed Cllrs Hutt, Harris, Irving and Howells as members (referred from the July meeting). The Chair reported that she was in the process of reinvigorating a dormant account which could be used for the working group. It was noted that the group would need to dovetail with the Neighbourhood Plan Steering Group early on. Cllr Moreland noted that both groups would need formal terms of reference.

At this point Cllr Middleton left the meeting due to family obligations.

- c) Matters needing attention – there were none.
- d) Members noted that a report of increased traffic at Old Dilton had been made to CATG and it was noted that Westbury Town Council had also expressed concern. Cllr Moreland stated the view that this should be referred to the Highways Department at Wiltshire Council.
- e) Members received and noted the Wiltshire Council briefing note re: Substantive Highways Scheme Fund, received an update from the Parish Clerk and noted that further information was still awaited on the process for speed issues. Cllr Moreland reported that two schemes had been recently funded for Dilton Marsh.
- f) Speed Indicator Device (SID) – Cllr Harris reported that consideration was being given to purchasing a new device. Negotiations were ongoing with Chapmanslade and the plan was for each to submit a bid to the Area Board and pool resources. Costings had been obtained and it was noted that there were a number of legalities and health and safety requirements which would need to be met before the unit could be operated. Cllr Harris would liaise with the Community Engagement Manager at Wiltshire Council. It was agreed that the clerk would ask the Chairman of the Norton St Philip Traffic Action Group to meet with the Highways Working Group. Cllr Harris would liaise with Chapmanslade Parish Council to arrange their attendance.

2283

Parish Projects

Members had received an update report on :

- a) Dilton Marsh Play Area – the clerk reported that the play area was now fully funded. Contact had been made with the contractor and a confirmed date for installation was expected within the next few days. A formal order from the parish council was now required. It was proposed by Cllr Irving, seconded by Cllr Johnson and resolved to place an order for the new play area with Kompan at a cost of £48,706. *LGMPA 1976 s 19*. The clerk also reported on the recent ROSPA play inspection and, given that the play area was to be refurbished, it was agreed to attend only to high risk items. The clerk would liaise with Carolyn Hillman at Dilton Rovers regarding the goalposts. Cllr Page drew attention to the dangerous practice of youths climbing on the container units and it was noted that it had been agreed to obtain quotations for a contractor to paint the units in anti-climb paint. The clerk was asked to obtain these and liaise with Cllr Page

	<p>regarding the materials to be used. Cllr Hutt drew attention to the difficulty of obtaining access to electricity at the playing field for events. It was agreed that this issue would be referred to the October meeting of the parish council.</p> <p>b) Defibrillator – the clerk reported that funding was now in place, the product had been identified and could now be ordered. The location for the unit was discussed and it was agreed that the clerk would liaise with Cllrs Harris and Hutt to finalise arrangements for its installation at the Memorial Hall.</p>
2284	<p>Council Reports</p> <p>a) The Chairman reported that the council would need to agree the donation for the wreath for Remembrance Sunday. This would be referred to the October meeting. Bulb planting would commence shortly and Cllr Page would liaise with his supplier regarding an order. It was reported that Westbury Music Festival was commencing on 22nd September and attention was drawn to the events which were taking place in Dilton Marsh.</p> <p>b) Members:</p> <p>a. Cllr Short reported that a Harvest Supper would be held at the Memorial Hall on 30th September 2017.</p> <p>b. Cllr Moreland reported that Westbury Post Office would close on 30th October and there was no replacement planned in the near future. The post office in Dilton Marsh may therefore see an increase in usage.</p> <p>c. Cllr Hutt reported that the village fete was a success, despite the weather and thanked everyone who supported the event. A big breakfast was being held on 28th October in the Memorial Hall and there was to be a dance in the evening.</p> <p>c) The Clerk – asked whether the parish council had an agreed ‘logo’ as there was nothing on file. It being confirmed that there was no logo the clerk asked for permission to liaise with the school to see if a design competition could be run with the pupils. Permission was duly given.</p>
2285	<p>Correspondence</p> <p>a) Wiltshire Council re: Waste Management Strategy (documents previously circulated) – it was agreed to include the closure dates of the Warminster recycling centre in the next edition of the Dilton News.</p> <p>b) Wiltshire Council re: Mobile Library Service (consultation information previously circulated) – noted.</p> <p>c) Historic England re: Dilton Marsh War Memorial (previously circulated) – noted. It was agreed that the parish clerk would obtain quotes for the cleaning of the war memorial and the milestone near the railway bridge. Cllr Hutt reported that the telephone box needed attention and this would be listed as an agenda item for the October meeting.</p> <p>d) Aaron Pierce – street naming of new road/cul de sac – the Chair reported that Mr Pierce had suggested the name of St Mary’s Close for the new road. The support of the parish council was required by Wiltshire Council and was given (proposed Cllr Irving, seconded Cllr Page).</p> <p>e) Cllr Wickham – WW1 commemorative tree planting – it was agreed to express interest for some trees to be planted at the southern edge of the playing field.</p>
2286	<p>Meeting schedule</p> <p>The date and time of the next meeting was confirmed as Thursday 19th October 2017 at 7.30pm</p>

There being no further business the meeting was closed at 9.45 pm.