

# Dilton Marsh Parish Council

**Clerk to the Council: Ms Nicola Duke**  
81 Studland Park, Westbury, Wilts, BA13 3HN  
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diltonmarshpc@aol.co.uk

Minutes of the Annual General Meeting of the Parish Council held on **Thursday 16<sup>th</sup> May 2019** at the Memorial Hall, Dilton Marsh at 8.15 pm.

**Present:** Cllr Hutt, Cllr Johnson, Cllr Gibbs, Cllr Poynton, Cllr Short, Cllr Howells, Cllr Morland, Cllr Roberts and Cllr Harris

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

**Public Forum** – None.

2562	<b>Election of the Chair</b> It was proposed by Cllr Short, seconded by Cllr Howells and resolved to elect Cllr Hutt as the Chair for the municipal year 2019/2020. The Chair's declaration of acceptance of office was signed and received.
2563	<b>Apologies for absence</b> Cllr Jarvis due to poor health. Cllr Irving due to another engagement.
2564	<b>Declarations of Interest and Dispensations to Participate</b> None.
2565	<b>Election of Vice-Chair</b> It was proposed by Cllr Johnson, seconded by Cllr Gibbs and resolved to elect Cllr Harris as the Vice-Chair for the municipal year 2019/2020. The Vice-Chair's declaration of acceptance of office was signed and received.
2566	<b>Minutes</b> The minutes of the Annual General Meeting of the Parish Council held on <b>17<sup>th</sup> May 2018</b> were approved for accuracy and adopted with one spelling amendment (proposed Cllr Harris, seconded Cllr Poynton). Cllr Morland expressed concern at this procedure, stating that he had been unable to find any rule requiring the AGM minutes to be signed at the next AGM. The Clerk agreed to seek legal advice on this matter.
2567	<b>Parish Council Structure 2019/20</b>  a) Members had received a report regarding the structure for the Parish Council for the municipal year 2019/20 including the below listed items, which were discussed: <ul style="list-style-type: none"><li>• <u>Financial administration</u> – it was proposed by Cllr Hutt, seconded by Cllr Poynton and resolved to a) purchase the Alpha accounting software at a cost of £350 and b) proceed to establish online banking with Cllrs Hutt, Harris and Poynton being established as service users.</li><li>• <u>Planning applications and planning matters</u> – it was proposed by Cllr Poynton, seconded by Cllr Short and resolved to establish a Planning Action Group (Terms of Reference attached) and to appoint Cllrs Harris, Johnson, Irving to the group (with Cllr Howells as 'reserve' member) on a trial basis until the summer recess.</li><li>• <u>Parish Council emails and contact information</u> – Members were asked to confirm with the Clerk the contact information they wished to have published and to advise her should they wish to have a dedicated parish council email address. The Clerk would obtain legal advice on whether members had to publish a telephone number.</li></ul>

	<ul style="list-style-type: none"> <li>• <u>Information and updates</u> – Members agreed to continue with the weekly information update emails.</li> <li>• <u>Calendar of meetings</u> – it was agreed to schedule the next meeting for July (missing June due to the Clerk’s absence) and set the remainder of the dates for the year at that meeting.</li> </ul> <p>b) Representatives for the following outside bodies and portfolios were agreed as:</p> <ul style="list-style-type: none"> <li>• Neighbourhood Policing Team – Cllr Harris</li> <li>• Highways and Parish Steward – Clerk</li> <li>• Memorial Hall Management Committee – Cllr Hutt</li> <li>• Emergency Planning – Cllr Howells</li> <li>• Neighbourhood Planning – Cllr Roberts</li> <li>• Playing Field Working Group – Cllrs Johnson, Gibbs, Short, Jarvis and Harris</li> <li>• Staffing Working Group – Cllrs Hutt, Harris and Poynton</li> <li>• CATG – Cllr Morland</li> <li>• Area Board – Cllr Harris</li> </ul>								
2568	<p><b>Parish Council Insurance 2019/2020</b></p> <p>The renewal of the Annual Insurance Policy was considered, and it was resolved to approve the renewal with Zurich Municipal via Community First at a cost of £984.40 (proposed Cllr Short, seconded Cllr Harris). This was paid under cheque number 1725.</p>								
2570	<p><b>Accounts for the year ending 31<sup>st</sup> March 2019</b></p> <p>a) The Annual Internal Audit Report from the Internal Auditor was received, noted and adopted (proposed Cllr Hutt, seconded Cllr Poynton).</p> <p>b) Members prepared and approved Section 1; parts 2 &amp; 3 (Annual Governance Statement 2018/2019) of the AGAR (proposed Cllr Poynton, seconded Cllr Hutt).</p> <p>c) Members considered Section 2; parts 2 &amp; 3 (Accounting Statements 2018/2019) of the AGAR.</p> <p>d) Members approved Section 2; parts 2 &amp; 3 (Accounting Statements 2018/2019) of the AGAR; signing and dating the statements accordingly (proposed Cllr Harris, seconded Cllr Johnson).</p>								
2571	<p><b>Planning Applications</b></p> <table border="1" data-bbox="321 1346 1534 2032"> <tr> <td data-bbox="321 1346 719 1816">19/03776/FUL</td> <td data-bbox="719 1346 987 1816">Russett Cottage, 24 High Street, Dilton Marsh, Westbury, Wiltshire, BA13 4DT</td> <td data-bbox="987 1346 1534 1816">Proposed two storey side extension  <b>Objection</b> on the below listed grounds due to lack of information: Highway safety due to the location of the building work and concerns over the positioning of associated vehicles and equipment; impact on local amenity due to the disruption created for neighbouring residents should the access and storage issues be on site (proposed Cllr Short, seconded Cllr Poynton)</td> </tr> <tr> <td data-bbox="321 1816 719 2032">19/04309/VAR</td> <td data-bbox="719 1816 987 2032">Land at Westbury Sailing Lake Westbury</td> <td data-bbox="987 1816 1534 2032">Variation of condition 1 of planning application 17/12194/REM and 17/01314/VAR  <b>No comment</b> (proposed Cllr Hutt, seconded Cllr Harris).</td> </tr> </table>			19/03776/FUL	Russett Cottage, 24 High Street, Dilton Marsh, Westbury, Wiltshire, BA13 4DT	Proposed two storey side extension  <b>Objection</b> on the below listed grounds due to lack of information: Highway safety due to the location of the building work and concerns over the positioning of associated vehicles and equipment; impact on local amenity due to the disruption created for neighbouring residents should the access and storage issues be on site (proposed Cllr Short, seconded Cllr Poynton)	19/04309/VAR	Land at Westbury Sailing Lake Westbury	Variation of condition 1 of planning application 17/12194/REM and 17/01314/VAR  <b>No comment</b> (proposed Cllr Hutt, seconded Cllr Harris).
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	<p><b>19/03471/LBC</b></p>	<p>9 Petticoat Lane Dilton Marsh Westbury BA13 4DG</p>	<p>Replacement of front door to match existing style and finish, plus repairs to existing canopy and door frame</p> <p><b>Support</b> (proposed Cllr Johnson, seconded Cllr Gibbs)</p>																																	
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	<p><b>19/02258/FUL</b></p>	<p>Storrige Farm Storrige Road Westbury Wilts BA13 4HY</p>	<p>Retrospective change of use from paddock to vehicular storage compound</p> <p>Approve with Conditions - Noted.</p>																																	
<p><b>Planning appeals</b></p> <p><b>APP/Y3940/W/19/3223582</b> – 4 Vicarage Gardens, Dilton Marsh, BA13 4FB – Retrospective change of use of land from agricultural to domestic garden, including erection of garden shed and play climbing frame and zip wire and frames – Members noted that the Council had originally submitted a No Objection comment as they had been unaware the application was outside the settlement boundary. It was proposed by Cllr Poynton, seconded by Cllr Johnson and resolved to submit an Objection to the Planning Inspectorate.</p>																																				
<p><b>2572</b></p>	<p><b>Financials</b> Council expenditure as below listed was approved (proposed Cllr Hutt, seconded Cllr Harris):</p> <table border="1" data-bbox="363 1094 1533 1444"> <thead> <tr> <th>Payee</th> <th>Detail</th> <th>Amount</th> <th>Chq no</th> </tr> </thead> <tbody> <tr> <td>Clerks Salary</td> <td>May 2019</td> <td>£341.57</td> <td>1718</td> </tr> <tr> <td>Clerks expenses</td> <td>May 2019</td> <td>£49.22</td> <td>1720</td> </tr> <tr> <td>HMRC PAYE – Clerk</td> <td>May 2019</td> <td>£228.00</td> <td>1719</td> </tr> <tr> <td>ASK Grounds Maint</td> <td>Play area inspections and maintenance Grass cutting</td> <td>£230.00</td> <td>1721</td> </tr> <tr> <td>Kieran Thorburn</td> <td>Neighbourhood Planning support work</td> <td>£96.00</td> <td>1722</td> </tr> <tr> <td>HMRC PAYE - Thorburn</td> <td>May 2019</td> <td>£24.00</td> <td>1723</td> </tr> <tr> <td>Diane Abbott</td> <td>Internal Audit fee 2018/19</td> <td>£50.00</td> <td>1724</td> </tr> </tbody> </table>				Payee	Detail	Amount	Chq no	Clerks Salary	May 2019	£341.57	1718	Clerks expenses	May 2019	£49.22	1720	HMRC PAYE – Clerk	May 2019	£228.00	1719	ASK Grounds Maint	Play area inspections and maintenance Grass cutting	£230.00	1721	Kieran Thorburn	Neighbourhood Planning support work	£96.00	1722	HMRC PAYE - Thorburn	May 2019	£24.00	1723	Diane Abbott	Internal Audit fee 2018/19	£50.00	1724
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<p><b>2573</b></p>	<p><b>Correspondence</b> <u>Mr A Coutts-Britton</u> - had written to the Council to ask that work be carried out on some overgrowth at the rear of his property and it was reported that the Playing Field Working Group had agreed to carry out a site meeting with him to look into this.</p>																																			

There being no further business the meeting was closed at 9.25 pm.