

# Dilton Marsh Parish Council

**Clerk to the Council: Ms Nicola Duke**  
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Minutes of a meeting of the Parish Council held on **Thursday 21<sup>st</sup> March 2019**  
at the Memorial Hall, Dilton Marsh at 7.30 pm.

**Present:** Cllr Hutt (Chair), Cllr Gibbs, Cllr Short, Cllr Harris, Cllr Poynton, Cllr Roberts, Cllr Irving, Cllr Morland and Cllr Howells.

**In attendance:** Nicola Duke (Parish Clerk).

**Public Forum - None**

2531	<b>Apologies for absence</b> Cllr Johnson due to another engagement - accepted. Cllr Jarvis due to ill health – accepted. Cllr Jerry Wickham had sent apologies.
2532	<b>Declarations of Interest and Dispensations to Participate</b> None.
2533	<b>Minutes</b> The minutes of the Meeting of the Parish Council held on <b>21<sup>st</sup> February 2019</b> were approved for accuracy and adopted ( <i>proposed Cllr Gibbs, seconded Cllr Short</i> ).
2534	<b>Project and Action Updates</b> Members had been provided with a report on the status of projects and actions agreed at the January meeting of the Parish Council and this was noted.
2535	<b>Parish Council reports</b> <ul style="list-style-type: none"><li>• <u>Community Area Transport Group</u> – Cllr Morland reported that the next meeting was in late April and members were asked to advise Cllr Morland of any issues which needed to be raised on behalf of the Parish Council.</li><li>• <u>Memorial Hall</u> – Cllr Harris reported there had been a successful concert the preceding weekend, with 99 tickets being sold. The AGM had been scheduled for 29 April 2019 at 7.30 pm in the small meeting room.</li><li>• <u>BA13 Neighbourhood Policing</u> – Cllr Harris had provided a report, which is appended to the minutes. She reported that parking issues at the High St and the corner of The Hollow had been discussed. PCSO Wright had been planning to attend to put stickers on the offending vehicles. School parking had been discussed and PCSO Lee Pelling had provided examples of how other schools managed the issue, with it being noted that one option being used was the provision of parking permits for parents who lived at some distance from the school. There had been discussion relating to the increasing amount of knife crime in the area and people were asked to be extra vigilant. The rural police report had been previously circulated to members.</li><li>• <u>Community Speed Watch</u> – Cllr Hutt reported that a speed watch had been carried out over 20/21 March 2019. There had been no vehicles travelling at levels over 36 mph.</li><li>• <u>Dilton Rovers FC</u> – Cllr Hutt reported that the Council needed to agree the use of the playing field for the club and consider whether a charge should be made now that the Council was responsible for the water and electric costs. It was noted that if the Club was just training there were likely to be no costs involved. The Club had reported that it was hoping to build up the team again and promotional work would be undertaken over</li></ul>

the summer. Permission for the Club to use the playing field was granted; with any charge being considered as and when appropriate (proposed Cllr Roberts, seconded Cllr Gibbs). It was noted that ASK Maintenance had been asked to look at the condition of the pitch and provide a report.

- Councillor reports:
  - Cllr Irving – reported that the hedge on the corner of St Mary’s Lane was overgrown and was compromising vehicle visibility and encroaching onto the highway. The Clerk would write to the homeowner.
  - Cllr Harris – reported that there had been more complaints about the white van parking at the top of the High Street before the slope down to the railway bridge. It had been agreed to raise this with the PCSO and add a note in the Dilton News for residents to report any incidents to the police. The Chair would liaise with PCSO Wright to follow this up.
  - Cllr Morland – queried whether the Parish Council had received any CIL contributions for the Weavers Close development. The Parish Clerk would clarify any receipts for members and add this for an agenda item for the April meeting.
  - Cllr Hutt – reported on correspondence she had received through her door which appeared to relate to a potential scam and circulated this for members’ information. She also reported that the Parish Council had received an invitation to enter a display for the Flower Show, which would need to be based on a bible story. It was agreed to accept this invitation and add this as an agenda item for discussion in April. She also asked for the telephone kiosk to be added as an agenda item for further discussion in April. She informed members that there was a jumble sale scheduled for March 30<sup>th</sup> in the Memorial Hall, which had been organised by the Westbury ATT Gasification Group.

2536

**Planning applications**

- a) To resolve the Council’s comments on applications received and not previously responded to as listed below – None received at time of issue.
- b) Members agreed the comments to be sent to Wiltshire Council in respect of planning applications received after 14 March 2019:

19/02258/FUL	Storrige Farm, Storrige Road, Westbury, Wilts, BA13 4HY	Change of use from paddock to vehicular storage compound  No comment (proposed Cllr Morland, seconded Cllr Irving).
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**Planning decisions, appeals and enforcements**

- a) Members noted the planning and enforcement decisions, notices and updates as listed

APP/Y3940/W/18/3208749	The Prince of Wales Inn, High Street, Dilton Marsh, BA13 4DZ	Erection of a detached dwelling with alterations to the existing car park and entrance way  Appeal allowed – planning permission granted. Members expressed their disappointment with this result. Cllr Morland reported on the lack of minimum parking standards in the Wiltshire Core Strategy.
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b) Members received an update from the Neighbourhood Plan Steering Group following the February meeting (informal). Cllr Roberts reported that he had attended the meeting; the group was ongoing with a small but enthusiastic membership. The group was in the process of preparing questionnaires for residents on a number of aspects of the Plan. The provision of allotments and the wider use of the playing field were issues which would be included. It was agreed that discussion of Neighbourhood Planning would be included under the agenda item for Reports for future meetings. Cllr Morland reported that Westbury Town Council was proceeding at a fast rate with the development of its plan and minutes were available on its website. He expressed concern that the Town Council was including a wider remit in its plan and that this might have the potential for conflict with neighbouring parish councils. It was agreed to refer this to the Chair of the Neighbourhood Plan Steering Group and ask him to contact the Chair of the Westbury Steering Group to discuss this.

2538

**Finance**

- a) Council expenditure as below listed was approved (proposed Cllr Harris, seconded Cllr Short).
- b) Financial Position Statement – the FPS as at 28<sup>th</sup> February 2019 had been circulated to members and was adopted. The Clerk reported that £4,700 had been ‘saved’ during the current financial year and would be added to the General Fund Balance as at 31.03.2019 for future projects.

Payee	Detail and statutory power	Amount	Chq no
Clerks Salary	March 2019 <i>LGA 1972 s 112</i>	£341.74	1697
Clerks expenses	March 2019 <i>LGA 1972 s 112</i>	£163.58	1698
HMRC PAYE – Clerk	March 2019 <i>LGA 1972 s 112</i>	£227.83	1699
ASK Grounds Maint	Play area inspections/maintenance <i>LGMPA 1976 s 19</i>	£90.00	1700
Aspire Defence	Printing Dilton News (advance) <i>LGA 1972 S 111</i>	£51.20	1701
Kieran Thorburn	Neighbourhood Planning support <i>LGA 1972 s 112</i>	£138.67	1702
HMRC PAYE - Thorburn	March 2019 <i>LGA 1972 s 112</i>	£34.66	1703
Memorial Hall	Hall hire January and February <i>LGA 1972 s 133</i>	£65.00	1704
Ministry of Play	Provision and installation of gate <i>LGMPA 1976 s 19</i>	£1,952.22	1705
ACER Tree Surgeons	Tree inspection and tree work <i>OSA 1906 ss 9, 10</i>	£1,350.00	1706
Westbury Wheelers Ltd	Defibrillator installation <i>LGA 1972 s 137</i>	£346.80	1707

2539

**Playing Field**

Members received a report from the Playing Field Working Group on the following matters:

- Swings for older children – Cllr Gibbs reported on Cllr Jarvis’ suggestion that a tractor tyre be used and reported that Cllr Johnson was working on arranging site visits.
- Containers – the Clerk reminded members that £3,000 had been set aside for work to the containers in 2019/20 and suggested this was listed as a project for the new financial year. This was agreed.

	<ul style="list-style-type: none"> <li>• <u>Signs, Anti-Climb &amp; Dog Foul</u> – the Clerk would arrange for these to be purchased and the payment raised.</li> <li>• <u>Vandalism to Wizards Hideaway</u> – this had been attended to. The contractor had attended to this and was looking into alternatives (i.e. flexible metal material).</li> <li>• <u>Dog poo bin</u> – the Clerk had obtained a quote for the provision and installation of a bin (£374 from Idverde) and it was agreed to purchase any required bins directly and arrange for installation locally, with Cllr Poynton identifying someone who could assist with this if necessary. It was agreed to add the strategic review of bin locations to a future agenda for consideration, so that any new bins could be planned across the village. The Clerk would obtain a snapshot of the bin locations from Wiltshire Council.</li> <li>• <u>Bench installation</u> – the Clerk had obtained a revised quotation from Idverde for the installation of the benches onto concrete bases (£2700). Members noted that the quotation for the alternative manner of installation (feathered pegs) was £550. It was agreed to revert to the original plan and approve the installation costs of £566.45 + vat (proposed Cllr Short, seconded Cllr Gibbs).</li> <li>• <u>Grit bins</u> – the Clerk had obtained a quote for the provision, installation and filling of a grit bin at £227.29 each (via Idverde). The Clerk would investigate cheaper options and report back to Council at a future meeting.</li> <li>• <u>Boundary management letter</u> – Cllr Hutt confirmed that this had now been issued to residents.</li> <li>• <u>Fencing</u> – Cllr Gibbs reported there was a hole in the far boundary fence adjacent to the farmers’ field in between the two benches. The Chair would check the location and the Clerk would arrange for ASK Grounds Maintenance to carry out a repair.</li> </ul>
2540	<p><b>Parish Projects</b></p> <ul style="list-style-type: none"> <li>a) Cllr Howells reported that the Fairwood Road noticeboard had been removed ready for the replacement to be installed and the one outside the Memorial Hall had been looked at.</li> <li>b) Litter pick – members referred to an email previously circulated, which contained details of funding support for litter picking equipment. It was agreed to apply for this funding. It was confirmed that the next litter pick was scheduled to place on Saturday 27<sup>th</sup> April 2019. Cllr Gibbs would take this application forward. Cllr Morland reported that Hills had donated equipment to Westbury Town Council (WTC) and suggested that the parish council contact WTC to see if the equipment could be loaned to Dilton Marsh should the grant application not be successful. It was also agreed to arrange for the removal of the graffiti outside of the fire exit at the Memorial Hall.</li> </ul>
2541	<p><b>CPRE Best Kept Village Competition 2019</b></p> <p>Members considered submitting an entry for Dilton Marsh (information previously circulated) and it was reported that the village would be able to enter the newcomers’ category, given the length of time since the last entry. It was agreed to apply and promote this across the village and in the parish magazine and the Dilton News. The Chair would take this forward.</p> <p>It was noted that there was still fly tipping in Bemeridge, which the Clerk would report. The Chair would confirm the exact location.</p>
2542	<p><b>Risk Management and Fixed Asset Register</b></p> <ul style="list-style-type: none"> <li>a) Members reviewed and adopted the Risk Management documents for 2019/2020, which were adopted with the addition of a risk policy to relate to the playing field containers (proposed Cllr Hutt, seconded Cllr Harris). The Clerk reported on the required relocation of the parish council filing cabinet and the Chair would investigate options for local storage. Cllr Morland clarified the risks relating to IT and the Clerk confirmed that the document storage was taken care of via the Council’s contract with Microshade and was therefore a minimal risk.</li> <li>b) Members reviewed and adopted the Fixed Asset Register for 2019/20, which was adopted with the addition of the telephone kiosk and the addition of The Firs and Alan</li> </ul>

	<p>Powell Lane to the playing field line. The FAR was therefore approved at a total of £152,868.00 (proposed Cllr Irving, seconded Cllr Short). The Clerk was asked to provide the Chair with the historical documents relating to the parish council's purchase of the playing field.</p>
2543	<p><b>Grounds maintenance 2019/20</b></p> <p>The Clerk reported that there had been no change to the costs for grounds maintenance for 2019/20 and recommended that the status quo be maintained with Idverde being appointed to cut the playing field and ASK Grounds Maintenance to cut the village greens at the top and bottom of the village. The total costs for these contracts were confirmed as £2,800 which was within the budget set (proposed Cllr Hutt, seconded Cllr Harris).</p>
2544	<p><b>Local Government Boundary Review – revision of electoral divisions</b></p> <p>Further to the discussion at the February meeting, members discussed a consultation response and agreed to object to the proposals to include Dilton Marsh in a Westbury West ward (thereby taking it out of the Ethandune ward) on the following grounds (proposed Cllr Harris , seconded Cllr Irving):</p> <ul style="list-style-type: none"> <li>- The parish has a strong and separate community identity separate from the neighbouring town of Westbury and the proposal is therefore contrary to the Boundary Commission's statutory aim of ensuring cohesive communities.</li> <li>- The parish has a closed community link with the Ethandune ward – sharing character, identity and issues as parishes surrounding Westbury but not being part of it. The shared rural character makes it distinct from a town, and merging of the boundaries would create a mixed urban/rural ward. The lack of shared issues with Westbury would create conflict which would be to the detriment of good governance and local representation.</li> <li>- The parish has an identifiable boundary with the town of Westbury – i.e. the river Biss – which represents a well defended and historical gap between the parish and the town. The parish and the town have divergent concerns and rival tensions, which would negatively affect good local governance should the electoral division be amended in the proposed manner. The parish of Dilton Marsh is a rural community and would be uncomfortable being linked with an urban area. The rural buffer zone would also come under threat of development by such an arrangement.</li> <li>- The disparity between electorate numbers in Dilton Marsh and the remainder of the Westbury West division would create a problem with potential under representation for the parish. In the interests of efficient and convenient administration and effective local government the parish council believes Dilton Marsh should remain in the Ethandune ward. A merging with Westbury Would would be contrary to the Boundary Commission's statutory aim of electoral equality as it would make Dilton Marsh the junior partner in its new ward as opposed to it being an equal partner in its existing ward.</li> </ul> <p>The Clerk was asked to draft the objection response and email to members for comment, with the submission being delegated to the Clerk in conjunction with the Chair. It was agreed to submit the letter to both Wiltshire Council and the Boundary Commission. It was further agreed that each member would response individually to the consultation.</p>
2545	<p><b>Correspondence</b></p> <ol style="list-style-type: none"> <li>a) <u>Wiltshire Council re: Fun in the Sun events 2019</u> (information previously circulated) – for information- booking confirmed.</li> <li>b) <u>Wiltshire Council re: 20mph speed limit assessment</u> (previously circulated) – the Chair reported that there were two options to pursue – to look at a limit for the whole village (via CATG at a cost of £2,500 with a 50% contribution being expected from the PC) or to look at a 20mph zone outside of the school operational during school hours (no charge, applied for by the school with a supporting travel plan). The options were</li> </ol>

	<p>discussed and it was resolved to proceed with a village wide assessment and to allocate the sum of £1,250 from the current years under spend to meet the associated costs (proposed Cllr Hutt, seconded Cllr Harris).</p> <p>c) <u>Dilton Dash</u> – booking form for Sunday 19<sup>th</sup> May – for information - booking confirmed.</p>
<b>2546</b>	<p><b>Meeting schedule</b> <b>Thursday 18<sup>th</sup> April 2019 at 7.30pm.</b></p> <p>The Clerk reported that she would be unable to clerk the scheduled September meeting due to a family wedding and members agreed to reschedule the meeting for Thursday 26<sup>th</sup> September at the Memorial Hall.</p>

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

DRAFT