

Dilton Marsh Parish Council

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Minutes of a meeting of the Parish Council held on
Thursday 16th October 2025 in the Memorial Hall, Dilton Marsh at 7.30 pm.

Present: Cllr Jones (Chair), Cllr Gibbs, Cllr Williams, Cllr Leigh and Cllr Dopheide.

In attendance: Nicola Duke (Parish Clerk), Wiltshire Councillor M Phillips and 1 member of the public.

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern:

- A representative from the Friends of Dilton School spoke in respect of the grant application to be considered under agenda item 3436e), providing information on the application and works planned.

3429	Apologies for absence Cllr Ness due to a prior commitment, accepted. Cllr Morland was absent. Members had been provided advice from the Wiltshire Association of Local Councils in respect of members obligations relating to apologies, which was noted.
3430	Declarations of Interest and Dispensations to Participate None.
3431	Minutes The minutes of a Parish Council Meeting held on 18th September 2025 were approved for accuracy and adopted (proposed Cllr Dopheide, seconded Cllr Gibbs).
3432	Co-option of Parish Councillors Following the Ordinary Election of May 2025, Members considered the co-option of parish councillors to fill the vacant seats. The Chair reported that the resident who had expressed an interest in joining the PC and who had attended the September meeting to observe proceedings had decided not to take an application forward. There were no other expressions of interest at the current time.
3433	Wiltshire Council Report Wiltshire Councillor Mike Phillips reported the following: <ul style="list-style-type: none">• Provided information on a proposal that WC would provide free parking for blue badge holders, expressing his concerns at this measure.• Provided a limited report on the plans for St Stephens car park in Trowbridge, reporting that some information remained confidential however, it was noted that WC had plans to refurbish the car park to enable its use for a short period of time and then sell it to the owner of the shopping centre for development. Concerns were expressed at this plan.• He would be absent for the next LHFIG meeting, which was scheduled for 6th November 2025 however he would raise any issues the PC wished via email before his departure.• Drew attention to the recent increase in hare coursing.

	<ul style="list-style-type: none"> • Reminded members of the need to ensure cats and dogs were appropriately chipped, with the information being kept up to date. • Provided information on a WC initiative to team up with getsafeonline.org, which would enable residents to safely check whether texts or emails received were scam correspondence. 									
<p>3434</p>	<p>Planning applications and consultations</p> <p>a) Members resolved the Council’s comments on applications received and not previously responded to as listed below:</p> <table border="1" data-bbox="313 525 1485 793"> <tr> <td data-bbox="313 525 704 793">PL/2025/07258</td> <td data-bbox="704 525 1065 793">Fairwood Lakes Holiday Park, Fairwood Road, Dilton Marsh, Westbury, BA13 4EL</td> <td data-bbox="1065 525 1485 793">Variation of condition 2 (Approved Plans) of application 20/11097/FUL relating to site layout, lighting, ecological enhancement and lodge details. PC Comment – No objection.</td> </tr> </table> <p>b) To agree the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 10th October 2025 (if any) - None.</p> <p>c) Members noted the below listed planning decisions:</p> <table border="1" data-bbox="313 997 1485 1390"> <tr> <td data-bbox="313 997 704 1186">PL/2025/04448</td> <td data-bbox="704 997 1065 1186">Land at Five Farthings, The Hollow, Dilton Marsh, Westbury, BA13 4BU</td> <td data-bbox="1065 997 1485 1186">Erection of up to 9No dwellings. Refused.</td> </tr> <tr> <td data-bbox="313 1186 704 1390">PL/2025/07087</td> <td data-bbox="704 1186 1065 1390">Land Off Old Dilton Road, Old Dilton, Wiltshire, BA13 4DB</td> <td data-bbox="1065 1186 1485 1390">Permission in principle for erection of up to three self or custom-build dwellings Refused.</td> </tr> </table> <p>d) Planning Consultation Members received and considered correspondence from Gaiger Construction and Development regarding a proposed housing development at land at 34 Petticoat Lane (copy previously circulated). The arrangements for the public consultation event were noted and members who were available would attend, as an information gathering exercise.</p>	PL/2025/07258	Fairwood Lakes Holiday Park, Fairwood Road, Dilton Marsh, Westbury, BA13 4EL	Variation of condition 2 (Approved Plans) of application 20/11097/FUL relating to site layout, lighting, ecological enhancement and lodge details. PC Comment – No objection.	PL/2025/04448	Land at Five Farthings, The Hollow, Dilton Marsh, Westbury, BA13 4BU	Erection of up to 9No dwellings. Refused.	PL/2025/07087	Land Off Old Dilton Road, Old Dilton, Wiltshire, BA13 4DB	Permission in principle for erection of up to three self or custom-build dwellings Refused.
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<p>3435</p>	<p>Neighbourhood Plan</p> <p>Members noted that the Referendum which took place 25th September 2025 had resulted in the Plan being supported and it had subsequently been ‘made’ by Wiltshire Council. Full information had been previously circulated to members. A vote of thanks was formally recorded to the Steering Group for their hard work and dedication in achieving a made Neighbourhood Plan.</p>									

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Finance

- a) Council payments due as below listed were approved and would be made by bank transfer as the second bank signatory was absent. The Chair and the Clerk would process the payments after the meeting (proposed Cllr Dopheide, seconded Cllr Williams).
- b) Members noted the Bank Reconciliation Statement September 2025 (previously circulated).
- c) Members noted the Budget Report September 2025 (previously circulated).
- d) The Chair and the Clerk had provided members with a report regarding options for a potential switch of Council bank accounts (previous minutes refer). Following debate, it was resolved to switch the operational bank account from Lloyds to Unity, with a transfer of £31,540.30 and open a reserve account with CCLA for the reserve funds (proposed Cllr Jones, seconded Cllr Williams).
- e) Members considered a grant application from the Friends of Dilton Marsh school in the amount of £1,000 as contribution towards the cost of refurbishing the Emotional Literacy Support Room (grant application previously circulated). Following debate, the Clerk was asked to liaise with FODS to request details of a piece of equipment which the Council could fund, up to a maximum of £200.

HMRC	PAYE/NI September 2025	307.13
Wiltshire Pension Fund	Pension contributions Sept 2025	272.74
Dilton Memorial Hall	Hall hire September 2025	25.00
Gooding Accounts	Payroll fee September 2025	20.00
Idverde	Bin collections September 2025	72.00
N Duke	Clerks balancing pay Sept 2025	53.81
ASK Grounds Maint	Play areas July/Aug and MH shed	785.00
Ideal Grounds Maint	Grounds maintenance Sept 2025	1381.00
STW	Welding to containers	200.00
Cllr Jones	Reimburse shrubs and bulbs	81.98
The Signbuilder	Sticker for play area sign	13.20
Royal British Legion	Donation for poppy wreath	100.00
SSE	Electricity playing field	TBC
N Duke	Half yearly allowance and expenses	368.81
Idverde	Bin collections	144.00

3437

Digital and Data Compliance (information previously circulated).
In response to latest measures contained in the 2025 Practitioners Guide Members considered the new requirements as listed:

- a) Council email management – information previously circulated.
- b) Council IT Policy – a draft policy had been circulated to members.

It was agreed to defer the consideration of this agenda item to the November PC meeting.

3438	<p>Highways and LHFIG</p> <p>Members received the below listed reports and updates:</p> <ul style="list-style-type: none"> a) Footpath at Boyers Green – Members considered a submission of a HIF to WC (previous minutes refer) and it was resolved to defer further consideration of this until such time as the footpath adjacent to Clay Close running down to the railway bridge had been effectively cleared. Further liaison would take place with Wiltshire Council and the Parish Steward to take the required works forward, with members noting the difficulty given that the soil spillage resulted from privately owned properties. b) LHFIG report re: build out opposite Fairfield College – Members received confirmation of the funding arrangements for any substantive bids to WC (previously circulated) and it was agreed that, given the costs involved, the project would not be progressed at this time. Members would reconsider the matter should any further issues arise.
3439	<p>Parish Council Projects and Updates (copy of current report previously circulated)</p> <p>Members noted the brought forward project list and available updates and considered decisions required on the below items:</p> <ul style="list-style-type: none"> a) Playing Field containers – The Clerk reported that the issue of ownership was still being researched and the Football Club had been asked to provide any documentation they held to support the claim that the Club owned the containers. b) Community Orchard – Members considered the allocation of £500 to fund the purchase of a new gate, which was duly approved with the funding to be allocated from the EMR Community Spaces (proposed Cllr Leigh, seconded Cllr Williams). c) Acoustics in the Village Hall – Members considered the purchase of conference speakers and microphones to assist with acoustics in the hall in the amount of £139.99 (Information previously circulated). Following debate, it was resolved to add this project to the potential project list for 2026/27 and consider it again when budget setting. d) Annual play area inspection report – Members noted the annual play area inspection report (previously circulated). There were no major issues which required attention. e) Grass cutting, playing field – Members considered a recommendation from the contractor that two additional cuts are carried out at a cost of £376 per cut. Following debate, it was resolved to proceed with the additional cuts, which would be funded from the EMR Community Spaces (proposed Cllr Dopheide, seconded Cllr Leigh). It was noted that the specification for the 2026 cutting season would need to be slightly adjusted to ensure that cutting covered the area from which brambles had recently been removed. f) Community Areas – Members considered a process to identify priority projects and develop project plans for community areas. It was agreed that projects were already being identified and worked on, as evidenced by the Project Plan. g) Parish Noticeboards –Cllr Gibbs had provided an update on the refurbishment works, which was noted that the expenditure incurred in the amount of £100.81 was approved for reimbursement to Cllr Gibbs (proposed Cllr Jones, seconded Cllr Dopheide). Members thanked Cllr Gibbs for the work she was carrying out on the noticeboards. The Clerk reported that she was still waiting for a response from WC regarding land ownership for the proposed noticeboard at the entrance to Black Dog woods.

3440	<p>Correspondence Westbury Lions re: Santa Float – Members approved, with thanks, the request that the Santa Float be permitted to visit Dilton Marsh for Christmas 2025.</p>
3441	<p>Meeting schedule Thursday 20th November 2025.</p> <p>December meeting – given the proximity of the scheduled date for the December meeting to the Christmas period members noted and re-confirmed the previous policy of the Council that the December meeting would be held only if required; in order to address urgent items on which a decision could not be deferred.</p>
3442	<p>Confidential Information</p> <p>In view of the confidential nature of the business to be transacted at Agenda Item 3443 members resolved that the press and public be excluded from this part of the meeting (proposed Cllr Jones, seconded Cllr Dopheide). <i>Such a resolution would be in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), which states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."</i></p> <p>Reason for exclusion – Staffing Committee report.</p>
3443	<p>Staffing Committee Report</p> <p>Members considered a report from the Staffing Committee (information previously circulated under confidential cover). The Chair read out a statement, which was noted and would be circulated to members confidentially post meeting. Members considered a proposal from the Chair, which was duly resolved as below (proposed Cllr Jones, seconded Cllr Leigh):</p> <p>That in future the Clerk records the absence of any Councillor who has failed to apologise with the words <i>not present (no apology)</i> and also the time of arrival/departure of any Councillor who arrives late and/or leaves the meeting before its conclusion.</p>

There being no further business the meeting was closed at 9.18 pm.