

# Dilton Marsh Parish Council

**Clerk to the Council: Ms Nicola Duke**  
81 Studland Park, Westbury, Wilts, BA13 3HN  
Phone: 01373 864127  
clerk@office.diltonmarshparishcouncil.gov.uk

## DILTON MARSH PARISH COUNCIL - NOTICE OF MEETING

### To All Members of Dilton Marsh Parish Council

You are hereby summoned to attend a meeting of the Parish Council to be held on **Thursday 20<sup>th</sup> March 2025** in the Memorial Hall, Dilton Marsh commencing at 7.30 pm for the transaction of the business shown on the agenda below.



Nicola Duke B.A (Hons)  
Clerk to Dilton Marsh Parish Council 13<sup>th</sup> March 2025

## AGENDA

### NOTE.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

3339	<b>Apologies for absence</b> To receive and consider any apologies for absence.		
3340	<b>Declarations of Interest and Dispensations to Participate</b> To receive declarations of interest and dispensations to participate		
3341	<b>Minutes</b> To receive and confirm as a correct record the minutes of a meeting of the Parish Council held on <b>20<sup>th</sup> February 2025</b> ( <i>copy attached</i> ).		
3342	<b>Wiltshire Council Report</b> To receive a report from Wiltshire Councillor Suzanne Wickham on Wiltshire Council, the Area Board and the Local Highways and Footpath Improvement Group (LHFIG).		
3343	<b>Planning applications and consultations</b> a) To resolve the Council's comments on applications received and not previously responded to as listed below:		
	PL/2025/00988	Land opposite 2a Clivey, Dilton Marsh, Westbury, BA13 4BQ	Proposed erection of a 2 storey 4 bedroom self-build dwelling house.
	b) To agree the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 13 <sup>th</sup> March 2025 (if any).		
	c) To note the below listed planning decisions:		
	PL/2024/10929	44 High Street, Dilton Marsh, Westbury, BA13 4DY	Proposed detached single storey carport and workshop

			Approve with conditions																								
	<b>PL/2024/10872</b>	Kings House, 44 High Street, Dilton Marsh, Westbury, BA13 4DY	First Floor Extension, Storeroom Conversion, External Finish and Appearance Alterations  Approve with conditions																								
	<b>PL/2024/11127 and PL/2024/11346</b>	6 St Mary's Lane, Dilton Marsh, Westbury, BA13 4BL	Single storey rear extension and replacement rear porch  Approve with conditions																								
	<b>PL/2024/03810</b>	Plot D2, Kingdom Avenue, Westbury, Wiltshire	Variation of condition 3 (approved plans) on PL/2022/03938 to reduce the number of generators from four to three.  Approve with conditions																								
	<b>Planning Appeal</b> APP/Y3940/W/24/3352160 - PL/2023/01880 - Land Rear Of 117 High Street, Dilton Marsh , Wiltshire, BA13 4DP – To note that the appeal has been allowed (information previously circulated).																										
<b>3344</b>	<b>Neighbourhood Plan</b> To receive any updates relating to the Neighbourhood Plan and the current Independent Examination.																										
<b>3345</b>	<b>Finance</b> <b>a)</b> Council expenditure – to approve payments due as below listed. <b>b)</b> To receive and note the Bank Reconciliation Statement February 2025 (attached). <b>c)</b> To receive and note the predicted out turn position year ending 31.03.2025 (attached) <b>d)</b> To consider setting up of a Standing Order for the payment of pension contributions – Clerk to report following correspondence from the Wiltshire Pension Fund.																										
	<table><tr><td>HMRC</td><td>PAYE/NI February 2025</td><td>251.89</td></tr><tr><td>Wiltshire Pension Fund</td><td>Pension contributions Feb 2025</td><td>272.74</td></tr><tr><td>Dilton Memorial Hall</td><td>Hall hire Feb 2025</td><td>45.00</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee January / Feb 2025</td><td>40.00</td></tr><tr><td>Idverde</td><td>Bin collections Feb 2025</td><td>72.00</td></tr><tr><td>N Duke</td><td>Clerks balancing pay Feb 2025</td><td>54.01</td></tr><tr><td>ASK Grounds Maint</td><td>Play areas Feb 2025</td><td>135.00</td></tr><tr><td>Wiltshire Pension Fund</td><td>Actuary fees</td><td>900.00</td></tr></table>			HMRC	PAYE/NI February 2025	251.89	Wiltshire Pension Fund	Pension contributions Feb 2025	272.74	Dilton Memorial Hall	Hall hire Feb 2025	45.00	Gooding Accounts	Payroll fee January / Feb 2025	40.00	Idverde	Bin collections Feb 2025	72.00	N Duke	Clerks balancing pay Feb 2025	54.01	ASK Grounds Maint	Play areas Feb 2025	135.00	Wiltshire Pension Fund	Actuary fees	900.00
HMRC	PAYE/NI February 2025	251.89																									
Wiltshire Pension Fund	Pension contributions Feb 2025	272.74																									
Dilton Memorial Hall	Hall hire Feb 2025	45.00																									
Gooding Accounts	Payroll fee January / Feb 2025	40.00																									
Idverde	Bin collections Feb 2025	72.00																									
N Duke	Clerks balancing pay Feb 2025	54.01																									
ASK Grounds Maint	Play areas Feb 2025	135.00																									
Wiltshire Pension Fund	Actuary fees	900.00																									

<b>3346</b>	<b>Governance and Policy Documents</b> (information attached) Following the February meeting and the work undertaken by the established working group: <ul style="list-style-type: none"> <li>a) To receive and consider for adoption the revised Risk Documents 2025</li> <li>b) To receive and consider for adoption the updated Financial Regulations 2025</li> <li>c) To receive and consider for adoption the DMPC Investment Policy</li> <li>d) To receive and consider for adoption the DMPC Publication Scheme</li> </ul>
<b>3347</b>	<b>Parish Council Accounts Year Ending 31<sup>st</sup> March 2025</b> (report attached) To address administrative tasks relating to the preparation and submission of the accounts year ending 31 <sup>st</sup> March 2025 including: <ul style="list-style-type: none"> <li>a) Review of the Fixed Asset Register</li> <li>b) Review of the Earmarked Reserves</li> <li>c) Appointment of payroll provider for financial year 2025-26</li> </ul>
<b>3348</b>	<b>Asset Transfers</b> <ul style="list-style-type: none"> <li>a) To receive an update on the issue of the POS Notices relating to the transfer of land at Penknapp from Wiltshire Council.</li> <li>b) To receive a response from WC regarding the PC's wish to enhance the open space at Bowyers Triangle (February minutes refer).</li> </ul>
<b>3349</b>	<b>Grounds Maintenance 2025-26</b> Following the appointment of the grounds maintenance contractor for work at the Playing Field for the 2025-26 season to approve the associated contract for signature (attached).
<b>3350</b>	<b>Speed Indicator Device</b> To receive a quotation for the potential purchase of another unit for deployment in the parish (attached, February minutes refer).
<b>3351</b>	<b>Parish Council Projects and Updates</b> (copy of current report attached) To receive and note the brought forward project list as below, note available updates and progress reports and determine any follow up actions as may be required including; Consideration of whether to enter the CPRE Best Kept Village Competition 2025.
<b>3352</b>	<b>Correspondence</b> None at time of issue.
<b>3353</b>	<b>Meeting schedule</b> Thursday 17 <sup>th</sup> April 2025.