

## DILTON MARSH PARISH COUNCIL - NOTICE OF MEETING

### To All Members of Dilton Marsh Parish Council

You are hereby summoned to attend the Annual Council Meeting to be held on **Thursday 15<sup>th</sup> May 2025** at the Memorial Hall, Dilton Marsh commencing at 8.00 pm (or immediately following the Annual Parish Meeting) for the transaction of the business shown on the agenda below.



Nicola Duke B.A (Hons), MILCM  
Clerk to Dilton Marsh Parish Council  
8<sup>th</sup> May 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.

**Public Forum - The meeting will commence with an Open Forum to hear from members of the public.**

3374	<b>Election of the Chair</b> To elect the Chair for the municipal year 2025/2026. To receive the Chair's declaration of acceptance of office.
3375	<b>Apologies for absence</b> To receive apologies for absence, note the reason for absence and consider acceptance thereof
3376	<b>Declarations of Interest and Dispensations to Participate</b> To receive declarations of interest and dispensations to participate
3377	<b>Election of Vice-Chair</b> To elect the Vice-Chair for the municipal year 2025/2026. To receive the Vice-Chair's declaration of acceptance of office.
3378	<b>Co-option of a Parish Councillor</b> To consider the co-option of Parish Councillors (previous minutes and information refer)
3379	<b>Minutes of Council Meetings</b> To receive and confirm as a correct record the minutes of meetings of the Parish Council held on <b>17<sup>th</sup> April 2025</b> ( <i>copy attached</i> ).

3380	<p><b>Planning Applications and Decisions</b></p> <p>a) To resolve the Council's comments on applications received and not previously responded to as listed below:</p> <table><tr><td><b>PL/2025/03036</b></td><td>Honey Lane Farm, Honey Lane, Dilton Marsh, Westbury, BA13 3SP</td><td>Variation of condition 2 (approved plans) and removal of conditions 3 &amp; 4 on PL/2023/00206  Deferred from the April meeting, to enable the Parish Clerk to seek clarity from the Case Officer as to the impact of varying the conditions. The request for information has been submitted to WC but no response received to date – the Clerk will chase.</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 11<sup>th</sup> April 2025 (if any).</p> <p>c) To note the below listed planning decisions: None at time of issue.</p>	<b>PL/2025/03036</b>	Honey Lane Farm, Honey Lane, Dilton Marsh, Westbury, BA13 3SP	Variation of condition 2 (approved plans) and removal of conditions 3 & 4 on PL/2023/00206  Deferred from the April meeting, to enable the Parish Clerk to seek clarity from the Case Officer as to the impact of varying the conditions. The request for information has been submitted to WC but no response received to date – the Clerk will chase.
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3381	<p><b>Parish Council Representatives 2025/2026</b></p> <p>To nominate representatives for the following:</p> <ul style="list-style-type: none"><li>• Neighbourhood Policing Team</li><li>• Highways and Parish Steward</li><li>• Memorial Hall Management Committee</li><li>• Emergency Planning</li><li>• Neighbourhood Planning</li><li>• Playing Field Working Group</li><li>• Staffing</li></ul>			
3382	<p><b>Parish Council Insurance 2025/2026</b></p> <p>To agree the renewal of the Annual Insurance Policy (information to follow once received)</p>			
3383	<p><b>Parish Council Banking Arrangements</b></p> <p>To agree the bank signatories for the municipal year 2025/2026; receive an update on the required changes to the Lloyds Bank mandate and consider future banking arrangements.</p>			
3384	<p><b>Neighbourhood Plan</b></p> <p>To receive an update on the status of the Independent Examination and receive information pertaining to the Inspector's Clarification Note (attached).</p>			
3385	<p><b>Parish Council Accounts Year Ending 31<sup>st</sup> March 2025</b> (reports attached)</p> <p>a) To receive and consider the Internal Audit Report, review its findings and the effectiveness of the system of Internal Control.</p> <p>b) To prepare and approve Section 1: parts 2 and 3 (Annual Governance Statement 2024/25) of the AGAR.</p> <p>c) To consider Section 2; parts 2 and 3 (Accounting Statements 2024/25 of the AGAR.</p> <p>d) To approve, sign and date Section 2: parts 2 and 3 (Accounting Statements 2024/25).</p>			

	e) To set the dates for the period of public inspection (proposed copy attached).																																							
3386	<b>Asset Transfer</b> To approve for signature the land transfer document for land at Penknapp (final copy to follow, one amendment to previous document required by Wiltshire Council prior to issue).																																							
3387	<b>Finance</b> a) Council expenditure – to approve payments due as below listed. b) To review the level of General Reserve (April minutes refer). c) To consider a grant application request from Holy Trinity Church in the amount of £300 towards the production of the Parish Magazine (email request attached) <table><tr><td>HMRC</td><td>PAYE/NI April 2025</td><td>251.89</td></tr><tr><td>Wiltshire Pension Fund</td><td>Pension contributions April 2025</td><td>272.74</td></tr><tr><td>Dilton Memorial Hall</td><td>Hall hire April 2025</td><td>45.00</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee April 2025</td><td>40.00</td></tr><tr><td>Idverde</td><td>Bin collections April 2025</td><td>72.00</td></tr><tr><td>N Duke</td><td>Clerks balancing pay April 2025</td><td>54.01</td></tr><tr><td>ASK Grounds Maint</td><td>Play areas April – May 2025</td><td>135.00</td></tr><tr><td>Ideal Grounds Maint</td><td>Grounds maintenance April 2025</td><td>376.00</td></tr><tr><td>Wiltshire Council</td><td>POS Notice charge – Penknapp</td><td>528.62</td></tr><tr><td>IAC Audit and Consultancy</td><td>Internal Audit fee 2024-25</td><td>354.00</td></tr><tr><td>WALC</td><td>Member training</td><td>36.00</td></tr><tr><td>Master Land &amp; Planning</td><td>Briefing note Appeal Decision</td><td>900.00</td></tr><tr><td>Complete Fire Services</td><td>Fire check playing field containers</td><td>157.20</td></tr></table>	HMRC	PAYE/NI April 2025	251.89	Wiltshire Pension Fund	Pension contributions April 2025	272.74	Dilton Memorial Hall	Hall hire April 2025	45.00	Gooding Accounts	Payroll fee April 2025	40.00	Idverde	Bin collections April 2025	72.00	N Duke	Clerks balancing pay April 2025	54.01	ASK Grounds Maint	Play areas April – May 2025	135.00	Ideal Grounds Maint	Grounds maintenance April 2025	376.00	Wiltshire Council	POS Notice charge – Penknapp	528.62	IAC Audit and Consultancy	Internal Audit fee 2024-25	354.00	WALC	Member training	36.00	Master Land & Planning	Briefing note Appeal Decision	900.00	Complete Fire Services	Fire check playing field containers	157.20
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3388	<b>Potential Projects for the 2025/2026 Municipal Year</b> To consider adding the below listed to the PC’s Project List: a) Development of skills matrix for members b) Potential development of new footpath Boyers Green (previous minutes refer) c) Improvements to footpath accessing playing field from Stormore d) Wessex Water Funding Opportunity for Environmental Project (previously circulated emails refer)																																							
3389	<b>Calendar of Meetings</b> To set the calendar of meetings for the municipal year 2025/2026 – all meetings start at 7.30 pm and are held in the Memorial Hall:  Thursday 19 <sup>th</sup> June 2025 Thursday 17 <sup>th</sup> July 2025 August – Recess Thursday 18 <sup>th</sup> September 2025 Thursday 16 <sup>th</sup> October 2025 Thursday 20 <sup>th</sup> November 2025 Thursday 18 <sup>th</sup> December 2025 – if required Thursday 15 <sup>th</sup> January 2026 Thursday 19 <sup>th</sup> February 2026 Thursday 19 <sup>th</sup> March 2026 Thursday 16 <sup>th</sup> April 2026 Thursday 21 <sup>st</sup> May 2026 – Annual Parish Meeting and Annual Council Meeting																																							