

Dilton Marsh Parish Council

Clerk to the Council: Ms Nicola Duke
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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 19th March 2026** 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 13th March 2026

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.

3468	Apologies for absence To receive and consider any apologies for absence.
3469	Declarations of Interest and Dispensations to Participate To receive declarations of interest and dispensations to participate
3470	Minutes To receive and confirm as a correct record the minutes of a Parish Council Meeting held on 22nd January 2026 (copy attached). <i>Note, the February meeting was in quorate and did not take place.</i>
3471	Co-option of Parish Councillors Following the Ordinary Election of May 2025, to consider the co-option of parish councillors to fill the vacant seats.
3472	Wiltshire Council Report To receive a report from Wiltshire Councillor Mike Phillips on Wiltshire Council, the Area Board and the Local Highways and Footpath Improvement Group (LHFIG).

3473

Planning applications and consultations

- a) To resolve the Council's comments on applications received and not previously responded to as listed below: None at time of issue.
- b) To agree the comments to be sent to Wiltshire Council in respect of any planning applications or appeals received after 13th March 2026 (if any):

PL/2026/00858 and PL/2026/01029	Penleigh Farm, Fairwood Road, Dilton Marsh, Westbury, BA13 4EB	Retrospective Application for replacement/modified/new/windows and doors, internal works to include new partitions, staircase, recovering of roof surfaces and associated works
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.
PL/2025/09937	Cuckoos Rest, 28 Fairwood Road, Dilton Marsh, Westbury, BA13 4EL	Side extension to first floor along with alterations to front elevation & internal layout plus the inclusion of 28c Fairwood Road within the existing curtilage of 28 Fairwood Road.

- c) To note any planning decisions:

PL/2025/09940	Cromer, 49 High Street, Dilton Marsh, Westbury, BA13 4DN	Proposed Demolition of Garage & Erection of Single Storey Rear Extension with alterations to decking Approve with conditions
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- d) Application to record a public bridleway, Fairwood Road, Dilton Marsh, Westbury Wiltshire, BA13 4EL (application reference D/2021/02) – to consider the Council's comments (information previously circulated).
- e) Land Rear of 117 High Street, Dilton Marsh, Wiltshire BA13 4DP – to note previously circulated correspondence from Redcliffe Homes and consider what liaison may be required with either the developer of Wiltshire Council.

3474

Finance

- a) Council expenditure – to approve payments due as below listed which were paid in February (meeting inquorate)
- b) Council expenditure – to approve payments due as below listed for March 2026.
- c) To receive and note the Bank Reconciliation Statement January and February 2026 (attached).
- d) To receive an update on the previously agreed switch of Council bank accounts (previous minutes refer).
- e) To consider a report from the Clerk regarding the potential purchase of the Rialtas

- Accounting Software (attached)
- f) To receive and consider for approval the tender prices for year 2 of the grounds maintenance contract (information attached).

	Payments Due February 2026	
HMRC	PAYE/NI January 2026	451.36
Wiltshire Pension Fund	Pension contributions Jan 2026	359.55
Nicola Duke	Clerks salary January 2026 and backpay	1048.37
Gooding Accounts	Payroll fee Jan 2025	20.00
Idverde	Bin collections	72.00
ASK Grounds Maint	Play areas November to January	135.00
SSE	Electricity playing field	225.17
Cllr Jones	Chairs expenses	48.76
Microshade VSM	Annual IT hosted application service	808.42
Ideal Grounds Maint	Grass cutting	376.00
Water Business	Playing field water July – Dec	1084.04

	Payments Due March 2026	
HMRC	PAYE/NI February 2026	321.65
Wiltshire Pension Fund	Pension contributions Feb 2026	281.41
Nicola Duke	Clerks salary February 2026	838.58
Gooding Accounts	Payroll fee Feb 2025	20.00
Ideal Grounds Maint	Grass cutting contract F	376.00
ASK Grounds Maint	Play areas February - March	110.00
Memorial Hall	Hall hire January and February	35.00

- 3475 Parish Council Accounts Year Ending 31st March 2026**
 To address administrative tasks relating to the preparation and submission of the accounts year ending 31st March 2026 including:
- a) Confirmation of the appointment of Internal Auditor 2026-2027
 - b) Review of the Council Reserves (attached)
 - c) Appointment of payroll provider for financial year 2025-26 (Clerk to report)
 - d) Confirmation that salaries will continue to be paid by Standing Order for the financial year 2026-27**

- 3476 Governance Documents**
 To review the following documents (attached):
- a) Publication Scheme
 - b) Risk Documents
 - c) Fixed Asset Register
 - d) Standing Orders
 - e) Financial Regulations
 - f) Assertion 10 documentation – Clerk to report

- 3477 Highways and LHFIG**
 To receive any available reports and updates – Chair to report, including:
- a) To receive any available updates following the submission of HIF's to WC (November and January minutes refer).
 - b) To consider the issue of parking at the entrance to Shepherds Mead (correspondence received from resident attached).
 - c) To consider requesting a re-painting of the 30-mph speed limit on the approach to the village from the A36 (requested by resident).

	<p>d) To review the PC's policy on potential LHFIG works at Boyers Green and the build out outside Fairfield College (November minutes refer).</p>
3478	<p>Parish Council Projects and Updates (copy of current report attached) To receive and note the brought forward project list as attached, note available updates and consider decisions required on the below items:</p> <ul style="list-style-type: none"> a) Playing Field: <ul style="list-style-type: none"> a. To agree the next steps for the containers following a Council site visit carried out on 24th January 2026. b. To agree the priority list for works required at the play area (attached). c. To consider correspondence from a resident regarding overgrown vegetation and planting at the field (attached). d. To consider arrangements for the use of the field and facilities by football clubs (report attached) b) Parish Council handyman jobs – to consider the next steps for the potential appointment of a self-employed contractor (January minutes refer). c) Village Litter Picks – to consider the potential re-launch of the Village Litter Pick events d) Flood Plan – to receive and consider a draft Flood Plan (attached) e) Pollen Corridor – to consider the allocation of £400 for the provision of galvanized tanks (January minutes refer). f) Waste Management Strategy – to receive a report from Cllr Leigh. g) Local Electric Vehicle Infrastructure Project – to receive a report from Cllr Dopheide. h) Parish Council litter bins – to note Discontinuation of Service from Idverde with effect from 31st March 2026 and consider alternative contactors (information attached). i) Defibrillator Awareness Session – to agree the arrangements for the session and to consider for approval the associated donation required in the amount of £50 – Clerk to report.
3479	<p>Correspondence</p> <ul style="list-style-type: none"> a) Friends of Dilton School (FODS) re: Scarecrow Trail 2026 (attached). b) Local resident re: Fibre in the Village (attached).
3480	<p>Meeting schedule Thursday 16th April 2026.</p>