

# 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 17<sup>th</sup> September 2026** at 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), MILCM  
Clerk to Dilton Marsh Parish Council  
11<sup>th</sup> September 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.

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

|      |                                                                                                                                                                                                                                                                     |                                             |                                                                                                                                                 |
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| 3535 | <b>Apologies for absence</b><br>To receive apologies for absence.                                                                                                                                                                                                   |                                             |                                                                                                                                                 |
| 3536 | <b>Declarations of Interest and Dispensations to Participate</b><br>To receive declarations of interest and dispensations to participate                                                                                                                            |                                             |                                                                                                                                                 |
| 3537 | <b>Minutes of Council Meetings</b><br>To receive and confirm as a correct record the minutes of meetings of the Parish Council held on <b>16<sup>th</sup> July 2026</b> ( <i>copy attached</i> ).                                                                   |                                             |                                                                                                                                                 |
| 3538 | <b>Parish Council Vacancies</b><br>To note the current vacancies on the Parish Council and the lack of expressions of interest to date, and to consider methods for a recruitment drive to fill the vacant seats.                                                   |                                             |                                                                                                                                                 |
| 3539 | <b>Wiltshire Council Report</b><br>To receive a report from Wiltshire Councillor Mike Phillips on Wiltshire Council, the Area Board and the Local Highways and Footpath Improvement Group (LHFIG). <i>Please note Cllr Phillips has sent apologies for absence.</i> |                                             |                                                                                                                                                 |
| 3540 | <b>Planning Applications and Decisions</b><br>a) To resolve the Council's comments on applications received and not previously responded to as listed below:                                                                                                        |                                             |                                                                                                                                                 |
|      | <b>PL/2026/02472</b>                                                                                                                                                                                                                                                | Land Rear of 117, High Street, Dilton Marsh | Reserved Matters Application for Landscaping, Appearance, Layout and Scale for 54 dwellings following outline planning permission PL/2023/01880 |

|  |                                                                                                                                                                      |                                                                              |                                                                                                                                                                                                                      |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                                                                                                                                      |                                                                              | approved at appeal<br>(APP/Y3940/W/24/3352160)                                                                                                                                                                       |
|  | 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> September 2026 (if any): |                                                                              |                                                                                                                                                                                                                      |
|  | c) To note the below listed planning decisions:                                                                                                                      |                                                                              |                                                                                                                                                                                                                      |
|  | PL/2026/09937                                                                                                                                                        | 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 28b Fairwood Road within the existing curtilage of 28 Fairwood Road.<br><br>Approve with Conditions |
|  | 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.<br><br>Approve with Conditions                                    |
|  | PL/2026/03003                                                                                                                                                        | 14 Stormore, Dilton Marsh, Westbury, BA13 4BH                                | First Floor Front and Rear Dormer with render external walls and slate roof<br><br>Approve with Conditions                                                                                                           |
|  | PL/2026/02267                                                                                                                                                        | The Willows, 7B Stormore, Dilton Marsh, Westbury, BA13 4BH                   | Proposed timber shed in garden.<br><br>Approve with Conditions                                                                                                                                                       |

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| 3541                   | <p><b>Finance</b></p> <p>a) Council expenditure – to approve payments due as below listed and attached.</p> <p>b) To receive and approve the Bank Reconciliation Statements July and August 2026 (attached)</p> <p>c) To receive and approve the list of Earmarked Reserves August 2026 (attached).</p> <p>d) To receive and note the Budget Report as at end of August 2026 (attached).</p> <p>e) To note the receipt of £3,000 for the sale of the mower and £450 for the sale of the container unit and agree an appropriate virement and/or allocation for the funds (<i>note; a suggestion has been made that some funds could be allocated for the purchase of a storage area at the Community Orchard – Cllr R Jones to report on this suggestion</i>).</p>                                                                         |        |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
|                        | <table><tr><td>HMRC</td><td>PAYE/NI August 2026</td><td>322.76</td></tr><tr><td>Wiltshire Pension Fund</td><td>Pension contributions August 2026</td><td>219.79</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee August 2026</td><td>20.00</td></tr><tr><td>N Duke</td><td>Clerks salary August 2026</td><td>840.85</td></tr><tr><td>ASK Grounds Maint</td><td>Play areas Aug - Sept 2026</td><td>110.00</td></tr><tr><td>Ideal Grounds Maint</td><td>Grounds maintenance 2026</td><td>384.50</td></tr><tr><td>Cllr J Jones</td><td>Reimburse refreshments</td><td>15.10</td></tr><tr><td>Mrs V Jarvis</td><td>Reimburse plants for boxes</td><td>86.77</td></tr><tr><td>Water Business</td><td>Water Playing Field</td><td>535.55</td></tr><tr><td>Flotek Group</td><td>Email migration and hosting</td><td>636.00</td></tr></table> | HMRC   | PAYE/NI August 2026 | 322.76 | Wiltshire Pension Fund | Pension contributions August 2026 | 219.79 | Gooding Accounts | Payroll fee August 2026 | 20.00 | N Duke | Clerks salary August 2026 | 840.85 | ASK Grounds Maint | Play areas Aug - Sept 2026 | 110.00 | Ideal Grounds Maint | Grounds maintenance 2026 | 384.50 | Cllr J Jones | Reimburse refreshments | 15.10 | Mrs V Jarvis | Reimburse plants for boxes | 86.77 | Water Business | Water Playing Field | 535.55 | Flotek Group | Email migration and hosting | 636.00 |
| HMRC                   | PAYE/NI August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 322.76 |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| Wiltshire Pension Fund | Pension contributions August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 219.79 |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| Gooding Accounts       | Payroll fee August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 20.00  |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| N Duke                 | Clerks salary August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 840.85 |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| ASK Grounds Maint      | Play areas Aug - Sept 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 110.00 |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| Ideal Grounds Maint    | Grounds maintenance 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 384.50 |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| Cllr J Jones           | Reimburse refreshments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 15.10  |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| Mrs V Jarvis           | Reimburse plants for boxes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 86.77  |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| Water Business         | Water Playing Field                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 535.55 |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| Flotek Group           | Email migration and hosting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 636.00 |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| 3542                   | <p><b>Highways and LHFIG</b></p> <p>To receive any available reports and updates – Chair to report including:</p> <p>a) Highways Improvement Request Form regarding an ongoing vehicle access and road safety issue on Shepherds Mead, Dilton Marsh (attached).</p> <p>b) Request for a zebra/pedestrian crossing outside Fairfield College, Dilton Marsh (attached).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| 3543                   | <p><b>Playing Field and Playing Field Working Group</b></p> <p>a) To receive a report from the Working Group (notes of meetings previously circulated) and consider the below listed decisions required:</p> <p>a. Confirm the working group’s selection for container replacement to enable the order to be placed.</p> <p>b. Review and discuss the attached feedback analysis from the survey and agree what additional items should be progressed immediately, and what needs further investigation.</p> <p>b) To consider a quotation for the removal of brambles at 86 High St following tree works – Cllr J Jones report.</p> <p>c) Replacement signs – to consider allocating funds for the purchase of a replacement information sign at the playing field (information attached).</p>                                            |        |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| 3544                   | <p><b>Parish Council Website</b></p> <p>To consider the previously circulated quotations for the provision of a new website and agree way forward, including giving consideration to the formation of a Website/Media Committee (information previously circulated).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |
| 3545                   | <p><b>Parish Maintenance</b></p> <p>a) Handyman Scheme – to consider a report on in year budget options for the funding of a handyman scheme (July minutes refer; information previously circulated) and consider the longer term impact on the precept should the initiative be supported (report attached).</p> <p>b) Flower boxes – Cllr J Jones to report.</p> <p>c) Graffiti at Stormore woods – Cllr R Jones to report.</p>                                                                                                                                                                                                                                                                                                                                                                                                          |        |                     |        |                        |                                   |        |                  |                         |       |        |                           |        |                   |                            |        |                     |                          |        |              |                        |       |              |                            |       |                |                     |        |              |                             |        |

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| 3546 | <p><b>Parish Council Projects and Updates</b> <i>(copy of current report attached; please note that where no decisions are required the project is listed on the Project Report only).</i></p> <p>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"> <li>a) LEVI Wiltshire Project – to review and consider the Rural Package proposal (attached)</li> <li>b) Defibrillator Training – to consider arranging a training session (previously circulated information attached)</li> <li>c) Party in the Park ‘Dilton Fest’– to review the 2026 event and receive and consider a booking request for 2027 (booking form attached; report from Cllr Dopheide listed in Project Report).</li> </ul> |
| 3547 | <p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>a) Wiltshire Council re: Briefing Note no. 26-17, Winter Resilience Support and Emergency Preparedness Update (attached).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3548 | <p><b>Date of next meeting</b><br/>Thursday 15<sup>th</sup> October 2026.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |